



Dear Parent/Carer

I am writing to invite you to the Year 7 meet the Form Tutor evening on Thursday 9th October.

The evening will involve you coming into school to have a short meeting with your son/daughter's Form Tutor to discuss how they have settled in at Smithills School.

The evening will run from 3:45pm – 6.00pm. Your child's Form Tutor will allocate an appointment time, based on your request below. If you are unable to make this time, please contact the school to rearrange. There will also be staff on hand to help with any trouble shooting you may need to ensure you are signed up to the Arbor app to allow you to stay up to date with information about your child. We will also have advice on hand to help you understand the homework we set and our Sparx Reader program.

Please could you complete the slip below, indicating your preferred time frame and ask your child to return it to their Form Tutor.

I look forward to meeting you on Thursday 9th October.

Yours faithfully

S.L Scholefield
Head of Year 7

**Please return to your Form Tutor
Year 7 Form Tutor Evening Thursday 9th October**

Name: Form:

I will/ will not be able to attend the Y7 meet the form tutor evening on Thursday 9th October.

Time	Please tick your preferred time frame
3:45pm-4.30pm	
4.30pm-5.00pm	
5.00pm-5.30pm	
5.30pm-6.00pm	

Signed: Parent/Carer

Once form tutors have allocated your child a time, you will be informed via the Arbor app.

