



Ms Sue Lovecy, Head of School

Dear parent or guardian,

On **Thursday 20th September** you are invited to your son or daughter's review day at St Martins School.

This is an important day which will provide the opportunity for you to check the progress of your child's GCSE lessons, discuss revision timetables and put in place a detailed plan for the year for your son/daughter. It will also be an invaluable chance to talk about any concerns or worries you may have at this crucial time in your son or daughter's schooling life.

We will be providing times to attend in the morning, afternoon or evening in order to give every parent or guardian the opportunity to attend. Appointments will be with **students' tutor** in the first instance but if there is a specific member of staff you would prefer to see, please outline this in the relevant box below.

Please could I have an appointment in the following time slot:

Morning (9am-11:30am)	
Afternoon (12pm-2:30pm)	
After school: (3:30pm-5:00pm)	
Evening: (5:15pm-7:00pm)	

Please decide who you would like your appointment with and tick next to the relevant staff member:

Tutor	
Head of Year (Mr Machin)	
Head of School (Ms Lovecy)	
A specific subject teacher (please specify who)	

Please return your preference by **MONDAY 17 SEPTEMBER**, we will then provide a specific time slot lasting approximately **fifteen minutes**. This will be sent home via your son/daughter. I hope that you are able to attend and will find this day useful when preparing for such a significant time. This is a normal teaching day for year 11; if your appointment is during the day they will come out of their lesson to join you.

Yours faithfully,

Mr Machin
Head of Year 11