



**Cranbourne Business & Enterprise College**  
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 Headteacher: Mrs B Elkins (B.Ed, M.A. Ed)

November 2015

Dear Parents and Carers,

**MONITOR DAY – Friday 20<sup>th</sup> November 8.00am-5.00pm**

We are pleased to invite you to come to the College on Friday 20<sup>th</sup> November to talk to your child’s tutor. You will be able to discuss the progress they are making and contribute to targets for further improvement.

The College timetable will be suspended for the day which means students will only attend for their designated appointment. We must stress the importance of every student attending his or her appointment. We want them to play a major role in the discussion about the progress they have made and how they intend to achieve their targets.

We hope that you will be able to join us and we will do our best to be as flexible as possible with times of appointments.

Below is a grid of hour blocks of time. Please indicate a first, second and third choice where you could attend for a 10 minute interview. If you have more than one child at the College, please indicate their names and tutor group and ask your children to liaise with their tutors to try to get appointments that are as close as possible. To enable this to happen it is important that you return your slip as soon as possible. Your child’s tutor will then return the tear-off slip with the actual time of the interview. A hard copy of this letter will be given to students.

Students will not be expected to wear school uniform. Please ensure that your child brings their **planner and monitor sheet** with them to the interview and that you sign in when you arrive.

Monitor Day will be an excellent day for some students to catch up on any Controlled Assessments in which they may be behind. Further information will follow for selected students regarding this opportunity.

Yours faithfully

Richard Pegler

Assistant Headteacher

**PLEASE RETURN TO YOUR CHILD’S TUTOR BY THURSDAY 12<sup>th</sup> NOVEMBER AT THE LATEST.**

Please use 1, 2 and 3 to indicate choice of timeslots. If you are flexible in your daily arrangement, please choose mid-morning or afternoon times to leave free the other slots for those who need to juggle their working hours.

8-9am	
11am-12pm	
2-3pm	

9-10am	
12-1pm	
3-4pm	

10-11am	
1-2pm	
4-5pm	

Tick here if you are unable to attend		Please provide the best telephone number to arrange an alternative time	
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NAME OF STUDENT: \_\_\_\_\_ TUTOR GROUP: \_\_\_\_\_

NAME OF SIBLING: \_\_\_\_\_ TUTOR GROUP: \_\_\_\_\_

CONFIRMED TIME OF APPOINTMENT: \_\_\_\_\_

SIGNATURE OF TUTOR: \_\_\_\_\_