



November 2015

Cranbourne Business & Enterprise College
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Dear Parents and Carers,

MONITOR DAY – Friday 20th November 8.00am-5.00pm

We are pleased to invite you to come to the College on Friday 20th 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 the 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 your 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.

Yours faithfully

Handwritten signature of Richard Pegler

Richard Pegler

Assistant Headteacher

PLEASE RETURN TO YOUR CHILD’S TUTOR BY THURSDAY 12th 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.

Table with 2 columns: Time slot (8-9am, 11am-12pm, 2-3pm) and empty box for selection.

Table with 2 columns: Time slot (9-10am, 12-1pm, 3-4pm) and empty box for selection.

Table with 2 columns: Time slot (10-11am, 1-2pm, 4-5pm) and empty box for selection.

Tick here if you are unable to attend | Please provide the best telephone number to arrange an alternative time

NAME OF STUDENT: _____ TUTOR GROUP: _____

NAME OF SIBLING: _____ TUTOR GROUP: _____

CONFIRMED TIME OF APPOINTMENT: _____

SIGNATURE OF TUTOR: _____