

Wednesday 17th April 2013

Dear Parent/Guardian,

Re: UCL Academy Foundation Level Academic and Pastoral Progress event

I am writing to give further information about the Academic and Pastoral Progress event designed to brief you on the progress your child is making in their studies. As previously advertised, the event will be held on **Tuesday 23rd April** and will be between **2:00pm and 5:30pm**.

The timing of this event means that there will be an amendment to the Academy day, and **the day will end at 1.30pm**.

Your child needs to book a 5 minute appointment with their subject teachers and they will be given an appointment sheet with which to do this. It is likely that some teachers will not be able to see all of the students they teach, so appointments will be made with students on a first come first served basis. House Tutors will provide students with appointment sheets during this week, which you should bring with you on the day.

If you are unable to attend, or if your child does not get an appointment with all of their teachers then please consider one of the following options:

1. Arrange a telephone interview where the teacher will phone you at a specific, prearranged date/time
2. Book a Skype session with the teacher
3. Ask for some written feedback for your child in the specific subjects

Should you need to arrange an alternative, please contact us on 0207 449 3080 to indicate which of these 3 options you would prefer.

It is anticipated that the sessions on Tuesday 23rd will book up quickly so it is important that your daughter/son is proactive in getting the appointments arranged with their teachers.

Please do not hesitate to contact me should you have any questions regarding the event.

Yours sincerely,

Mr T Bowen
Assistant Principal – Foundation Level