

Monday 10 February 2014

Dear Parents and Guardians

‘Meet the Assistant Principal’ evening and Foundation Level Parent consultation event

I am delighted to inform you that in response to feedback from parents we have added an additional date in the diary which will allow for two opportunities for Foundation Level parents to visit the Academy in February and March.

On Tuesday 25 February, 4.00pm – 5.30pm, all Foundation Level parents are invited to a ‘Meet the Assistant Principal’ event. This event will give you the opportunity to hear more about the curriculum from me, to meet some of our pastoral staff, and for you to hear about opportunities for your children in the year ahead. It will also be an opportunity to meet more Foundation parents in a more informal setting.

The more formal Foundation Level parent consultation event will now be on Tuesday 25 March 2014 from 3.30pm - 5.30pm. This event will enable parents to meet face to face with subject teachers to discuss their child’s academic progress and targets for the end of the Foundation Level. As a further response to parental feedback, we have moved forward the date of academic reports to the week of 17 March, which will enable you to get a clearer idea of your child’s progress before you meet with teaching staff.

These two events will allow in the first instance for parents to gain a deeper understanding of all that we are doing at the Academy as well as being able to gain a clear picture of the progress your child is making.

We will be in touch in the second week of March to inform you of the process of how to make arrangements at the parent consultation on 25 March as well as offer alternative arrangements should you be unable to attend.

We are aware that this a change to the originally published dates, but it is in response to parent feedback and we believe will be helpful to all parties in ensuring that parents have more opportunity to hear about the experience your child is receiving at the UCL Academy.

If you are intending to come to the 'Meet the Assistant Principal' event on 25 February, please could you sign and ask your child to return the attached reply slip by Friday 14 February 2014.

I look forward to seeing you at one of these events and hope that you have a pleasant half term break

Yours faithfully



Mr T Bowen
Assistant-Principal (Foundation)



'Meet the Assistant Principal' evening – Tuesday 25 February 2014

I would like to confirm that **I will/will not** (please delete as appropriate) not be attending the UCL Academy's 'Meet the Assistant Principal' evening on Tuesday 25 February 2014.

Name of student _____

Name of parent/guardian _____

Signed (parent / guardian) _____