



September 2018

Dear Parents,

We are pleased to invite you to meet your son's form tutor on the evening of Tuesday 9 October. This meeting will take place in the Learning Resource Centre. Parking will be available in the school playground.

An appointment system will be operated, starting from 5pm and ending by 7pm. We intend that each conversation will last about five minutes. The purpose of the evening is for you and your son's form tutor to exchange information on how your son has settled into school this term. If there are matters which require prolonged discussion I would ask that you make a further appointment to see your son's form tutor. I will also be available during the evening if there are any issues which you would like to raise with me.

You son should return the reply slip to his form tutor no later than Monday 1 October. Form tutors will then confirm appointment times with the pupils who will record this in their planners.

Yours sincerely,

Mrs S J Howard  
Head of Year 7

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**Bury Grammar School Boys  
Meeting with Year 7 Form Tutors**

I/We have received your letter and will/will not be able to attend on Tuesday 9 October (*delete as appropriate*)

I/We can attend at the following times (please tick):

- Between 5.00pm and 6.00pm .....
- Between 6.00pm and 7.00pm .....

Son's Name..... Form.....

Signed.....