

24th March 2011

"Outstanding" Ofsted 2009

Dear Parent

Re: Academic Tutoring – Friday 1st April 2011

The second of this year's Academic Tutoring takes place on **Friday 1st April 2011** for students in Years 7 to 13. Students, together with their parents/carers, are invited to attend the Academy for a meeting with their form tutor to review progress so far this academic year and to set clear targets for the coming months.

Your son's/daughter's form tutor will arrange an appointment time for your son/ daughter, which will be written in his/ her planner. If the time suggested is inconvenient, please telephone the Academy immediately and ask to speak to your son's/daughter's form tutor. Your appointment will last for 10 minutes. Please arrive at the Academy with your son/ daughter before the agreed time and go to his/ her tutor base, where your meeting will take place. Your son/ daughter must attend in **full Academy uniform**. If he/she is unwell and is unable to attend please telephone the Student Information Centre in the normal way. **This is a compulsory part of the Academy year. All students are expected to attend.**

Your son's/ daughter's tutor will use the most recent assessment data to help identify areas of progress and concern. Your son/ daughter will also be asked to fill in a Self-Evaluation form in advance and to bring it along to the meeting. He/ she can complete this at home before you come into the Academy. You may wish to help your son/ daughter to do this. Please ensure the form is completed and that it is brought to the meeting, as this will help your son/ daughter to be involved in a meaningful discussion. The rest of the day will give your son/ daughter the opportunity to complete homework, coursework or additional reading, research or revision tasks at home.

During the meeting, your son's/daughter's tutor will aim to celebrate achievement but also to highlight any problems. Where appropriate, you will be asked to help your son/ daughter reflect on his/ her progress in addressing the action points agreed at the last Academic Tutoring meeting in December. New action points will be discussed and agreed. These will be entered onto the school system and revisited with their Tutor. Parents will be sent a copy of the targets and will be able to access these on the VLE. These should help to address any problems and your son's/ daughter's response to these action points will be reviewed at the next Academic Tutoring meeting.

It will be extremely helpful for your son/ daughter for you to be with him/ her at this meeting, so please let your son's/ daughter's form tutor know as soon as possible if you are not able to attend for any reason.

Academic Tutoring has been taking place in this format for the past three years, and attendance and feedback from parents/carers have been excellent. Thank you once again for your continued support.

Yours sincerely



S BRISKEY (MS)
Assistant Principal – Head of Arts Faculty

Please return this slip to your son's/daughter's Form Tutor at Harris City Academy Crystal Palace, Maberley Road, Upper Norwood, London, SE19 2JH by Monday 28th March 2011.

Re: Academic Tutoring
Friday 1st April 2011

Student Name: Tutor Group:

I will/*will not be able to attend the Academic Tutoring meeting for my son/daughter on **Friday 1st April 2011**

Signed Date: