



# BISHOP CHALLONER CATHOLIC COLLEGE

Ref- PT/ParConYr7,9,10/DH

Wednesday 20<sup>th</sup> November 2019

Dear Parent/Carer

Your son/daughter's first Progress Report of the academic year will be available shortly.

In order that your son/daughter gains the maximum possible benefit, his/her Personal Tutor will be available to review the report with you on –

**Friday 13<sup>th</sup> December 2019.**

**Students are required to attend the appointment with you in full school uniform.** Appointments will be available between **8.30am – 3.00pm.**

Progress Reports occur at regular intervals and are a key aspect of the target setting and academic processes in the school. You are strongly advised to attend the appointment time allocated by your son/daughter's Personal Tutor; this will give both you and your child the opportunity to review current levels of performance and set targets in order to maintain or improve progress.

Please complete the reply slip below. Your child should return it to their Personal Tutor as soon as possible.

Yours faithfully

Mr D Hearnden  
**Assistant Principal**

As your son/daughter's Personal Tutor I have arranged the following appointment time \_\_\_\_\_

Please indicate on the reply slip whether you will be able to keep this appointment.

Yours faithfully

**Personal Tutor**

Students Name: \_\_\_\_\_ Personal Tutor: \_\_\_\_\_

- I am able to make this appointment
- I am unable to make the time allocated but would like an appointment time at \_\_\_\_\_
- I am unable to make this appointment and will telephone school to arrange a new one.

Signed: \_\_\_\_\_ Parent/Carer Date: \_\_\_\_\_

Principal - Dr J Coughlan

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