

**Valley College**  
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**Valley College**  
 Limited company registered by guarantee,  
 registered in England no 11055200

Headteacher of Tor View School and Executive Principal of Valley  
 College: Mrs L Parrish  
 Head of College: Ms E Melling

4<sup>th</sup> March 2021

Dear Learner & Advocate,

**Valley College Learner/Advocate Virtual Consultation Evening**

Valley College Learner/Advocate Consultation Evening is to be held on **Wednesday 24<sup>th</sup> March 2021** between **4 – 6pm**. The evening will give the lecturers (PACE 1- Mike Dutton & PACE 2-Eileen Melling) the opportunity to share your learner's Life Skills Planners with you, outline their targets for the year and discuss their progress and any concerns.  
 Please note that this will be a virtual meeting via Zoom.

Please complete the attached slip indicating your preferred time slot and return it to the lecturer as soon as possible. **Appointments will last approximately 10 minutes.**

Confirmation of appointment time and Zoom code will be sent home by the lecturer following receipt of the slip.

We look forward to welcoming you on the evening.

Yours sincerely

Ms Eileen Melling  
 Head of College

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 PLEASE RETURN TO LECTURER before Wednesday 17<sup>th</sup> March

**LEARNER/ADVOCATE CONSULTATION EVENING** Wednesday 24<sup>th</sup> March - **Appointments will last approximately 10 minutes**

Name of Learner: \_\_\_\_\_

Time	Preferred Slot	Time	Preferred Slot
4pm to 4.10pm		5pm to 5.10pm	
4.10pm to 4.20pm		5.10pm to 5.20pm	
4.20pm to 4.30pm		5.20pm to 5.30pm	
4.30pm to 4.40pm		5.30pm to 5.40pm	
4.40pm to 4.50pm		5.40pm to 5.50pm	
4.50pm to 5pm		5.50pm to 6pm	

Signed: \_\_\_\_\_ Advocate

Signed: \_\_\_\_\_ Learner (where applicable)