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04<sup>th</sup> August 2022

Dear Parent/Carer,

**Meet the Tutor Evening – KS3 - Wednesday 14th September 3:30pm-6:30pm**

Our Meet the Tutor Evening for Key Stage 3 is due to take place on Wednesday 14<sup>th</sup> September from 3:30pm-6:30pm. The purpose of this event is for you to meet your child's tutor, discuss your child's start to the year and share with us any concerns that you may have. Their form tutor sees them every day and we believe it is important that you speak to them early in the year so that any issues can be dealt with and so that the tutor can be a point of contact.

During the evening there will be a number of talks and helpdesks for enquiries available for all families. The timings are here to help you to arrange your visit.

<p>These talks will occur several times during the evening</p> <ul style="list-style-type: none"> <li>Liz Hart's talks on our School journey <b>3:45pm, 4:15pm, 5:00pm, 6:00pm</b></li> <li>SEND talks on Inclusion with the SENDCO and team <b>4:00pm, 4:30pm, 5:15pm, 6:00pm</b></li> <li>How to log into Teams sessions to access learning materials <b>3:45pm, 4:15pm, 5:00pm, 6:15pm.</b></li> </ul>	<p>These helpdesks have staff available throughout the evening:</p> <ul style="list-style-type: none"> <li>Careers helpdesk</li> <li>Wellbeing helpdesk</li> <li>Senior Leadership helpdesk</li> <li>Special Educational Needs helpdesk</li> <li>Finance and ePay / ParentPay helpdesk</li> </ul>
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**The Meet the Tutor evening will take place in school.** Please use the main carpark accessed via Oakworth Road. Please do not park in the small carpark on Ingrow Lane unless you need disabled access, if this is the case, please contact school so that this can be arranged.

The appointments on the evening are from 3:30pm until 6:30pm and you will make one appointment with your child's tutor. The online booking system will be available from 2<sup>nd</sup> September 2022 for you to make appointments and will remain open until 10:00am on the day of the event.

To access the appointment booking system, please click on the Parents tab and then Parents Evening on the Beckfoot Oakbank website or visit <https://oakbank.schoolcloud.co.uk/>. A short guide on how to make appointments is also available under the Parents Evening section on our website.

We look forward to seeing you on the evening, please do contact us at school if you have any questions.

Yours sincerely,

**Neil Moules**  
Associate Assistant Headteacher

**Acting Headteacher: Liz Hart**  
**CEO, Beckfoot Trust: Shirley Watson**  
**Chair of Academy Trustees: John Winkley**

