

2 March 2020

Dear Parents/Carers

Changes to Year 10 Academic Tutorials

After consultation with parents/carers and teaching staff, the decision has been made to replace Year 10 academic tutorials with a Year 10 parents'/carers' consultation evening on Tuesday 17 March 2020 from 4pm until 7pm. Please disregard any appointment times that you have made previously. Apologies for any inconvenience.

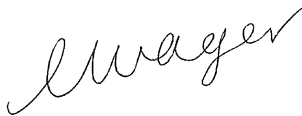
At this evening, you will be able to discuss your son's/daughter's progress with Year 10 subject teachers. Interview times will be for five minutes. Please note, for some subjects your son/daughter may be taught by two different members of staff. When booking your appointments can you please ensure you only make an appointment to see **one** member of staff and not both.

Interviews with teaching staff can be arranged via Edulink. This can be accessed via the Notley High School & Braintree Sixth Form website www.notleyhigh.com You will be able to book appointments from 5pm on Monday 2 March 2020. If you have any issues accessing the system, please contact Mrs Vickery on 01376 556300 or by email: jane.vickery@notleyhigh.com. **The booking system will close at midnight on Monday 16 March.**

Please can you make a note of or print off your allocated times before you arrive for the evening.

When you arrive, please sign the student list by your son's/daughter's name to indicate you are present.

Yours faithfully



Mrs C Wager
Assistant Headteacher - KS4