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**CAISTER
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Monday 2 October 2023

Dear Parent

Tutor Day

We are delighted to invite you into the academy for our Tutor Day on Friday 20 October. This is an opportunity for parents and students to come into school for an individual appointment with their form tutor. There will be some appointments available on the evening of Thursday 19 October, for parents who are unable to attend during the day.

Your 20-minute appointment will:

- Enable you as parents, the tutor and your child/children to discuss wellbeing, attendance, and their first report
- Offer the opportunity to discuss progress towards your child's/children's learning goals and homework completion
- Provide information in relation to your child's/children's attitude to learning and what reward points they have earned to date
- Enable you as parents and your child/children to ask questions, seek re-assurance and raise any concerns
- Offer the opportunity for Senior Year students to seek support with career applications.

We will also be offering parent workshops to provide additional information and support across the two days. These sessions do not require booking but will be taking place at the following times:

Session:	Thursday 19 October	Friday 20 October
Homework Support	5.00pm	9.20am and 11.20am
Understanding Retrieval	5.45pm	10.00am and 12.00pm
E-Safety	6.15pm	10.40am and 12.40pm

There will also be an opportunity for you to gain support and advice in using Arbor. Drop-in sessions will be available in the library. Please note that if you are arriving by car there will be spaces available onsite.

Booking Appointments

Parents should book their appointment using [Caister - Schoolcloud](#). The instructions have been attached to support this process.

Remote Learning Access

To allow your child's form tutor to be available, students will be learning remotely at home on Friday 20 October. If your child is unable to access the internet at home, please use the following link to report this so that we can make alternative arrangements to support your child [Home Remote Access Survey - October 2023](#).

Free School Meal Collection

If your child is entitled to a free school meal and would like to come onto the school site to eat their lunch on Friday 20 October, please inform us by using the link below. Once ordered, these can be collected from the school dining hall from 1.00pm to 1.30pm [Tutor Day Lunch Form](#).

Yours sincerely



Mrs Emma Preston
Vice Principal – Personal Development

Enclosed. School Cloud Guidance