



24<sup>th</sup> September 2020

**\*\*\* Example \*\*\***  
**Year 7 Parents/Carers Remote Consultation Evening**

Dear Parent/Carer of FORENAME SURNAME

We would like to invite you to a 'remote' Consultation Evening with our Year 7 Form Tutors, Mr Hughes Head of Year 7 and Mrs Wolfenden from our SENDCo Department, this will take place on **Thursday 8th October 2020 from 4.00 - 6.30pm.**

This is a great opportunity for you to meet with FORENAME's Form Tutor/Head of Year via video calls to discuss how HE/SHE has settled into Year 7.

Appointments can be made from Thursday 24th September 2020 at 6:00am and will close on Tuesday 6th October 2020 at 12:00.

Please [click here](#) to book your appointments, this can also be found on our website under the Parents Tab/ Parents Evening Bookings. A guide on how to access the video call is attached to this email, please take a look at this before the evening starts

If you are unable to access the internet, please inform Mrs Tilbury [htilbury@swr.school](mailto:htilbury@swr.school) as soon as possible so that we can organise an alternative method.

Yours sincerely

**Mr Hughes**  
**Head of Year 7**