

18th October 2022

Academic Review Week

Dear Parent / Carer

We are delighted to invite you to school to meet with your child's tutor during our Academic Review Week, which takes place after half term.

We have recently collected information from your child's tutor and subject teachers on your child's attitude to learning. This forms the basis of your child's Autumn Term Report, which has been sent to you in the last few days. This meeting with your child's tutor is an extremely important early opportunity to discuss your child's report and agree targets to support further progress.

Appointments are available each day after school from Monday 31st October through to Thursday 3rd November, from 3:45p.m to 5:30p.m in 15 minute intervals.

In order to make an appointment, please follow the instructions below:

- Tap on the box left of Attendance after opening the app. (*top left corner*)
- Go to **"Parents Evening"** from the menu.
- Please choose **ONE** out of the 5 days, for example **"ARW - Tuesday 1st November 2022"** to start booking an appointment. If there are no appointments left on that day, please choose another day.
- Go to **"Book"** next to the Form Tutor/Teacher you need to book an appointment with. Please understand that in some cases, you might be assigned a different tutor on the day.
- Select the time you wish to book an appointment and tap on **"Book"**
You should get a notification to say your booking has been successful.
If you have any difficulties, please email ictsupport@alperton.brent.sch.uk.

Please arrive 10 minutes before your scheduled appointment so that the emergency contact details the school holds for your child can be confirmed.



SILVER AWARD



We look forward to speaking with you during our Academic Review Week. In the meantime, if you have any subject specific enquiries please email your child's subject teacher directly.

For any other general enquiries, please email your child's pastoral manager.

Thank you for your continued support.



Mrs Rufo
Deputy Headteacher



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The Award for
MAKING A DIFFERENCE -
SECONDARY SCHOOL OF THE YEAR

SILVER AWARD

