



# BROOKVALE GROBY LEARNING CAMPUS

Valuing Everyone, Achieving Excellence

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June 2020

Items in red will be mail merged

## EXAMPLE OF LETTER TO BE EMAILED TO PARENTS/CARERS

Dear Student and Parents/Carers

### Allocations for Year 7

Student Name: **First Name Surname**

Your Tutor Group will be: **7AAA**

Your Tutor's name is: **AAAAAAAAAAAAAAAAAAAA**

Your Cohort will be: **AAA**

### Tutor Group

The tutor group has been allocated to you and is not something we will change unless there are very exceptional circumstances. We appreciate that moving to secondary school is a big deal for many of you and you might want to be in a group with all your friends from primary school. This simply isn't possible, when there are 245 students in the year group and 9 tutor groups.

We have therefore allocated students in a fair for all way so that each tutor has some students from each feeder school in it, so you will at least see some familiar faces, even if they are not your best buds. Through many years of experience, we know that students soon settle in to their group, indeed, they often make new long term friendships as a result of the interactions with students from other schools.

We ask that no tutor group changes are requested until the students have been to campus in August and had the opportunity to meet other students in their group and get to know how secondary school works.

### Cohort

This is the term we use for your teaching group. The year group is split into 3 sub-groups - X, Y, Z. For many subjects, this group will be the same as your tutor groups. For a few subjects – Languages, Art and Design, Performing Arts you will be put into smaller group and may be in classes with other students, not in your tutor group.

Yours sincerely

*G Godwin*

Mr Godwin  
Senior Deputy Headteacher