

7 May 2019

Dear Parents and Carers

**RE: Year 8 Parents' Information Evening Thursday 16 May 2019 from 4.00pm – 6:30pm.**

As you are aware, your child is approaching the end of the academic year at St Matthew Academy. We would therefore, like to invite you to a Parents - Form Tutor Evening where you will have the opportunity to meet your child's Form Tutor and discuss their progress over the past academic year at the Academy. There will also be senior leaders and Mr Part, Director of Learning available at the event.

This evening is by appointment only so tutors will be issuing appointments to the pupils on a first come first served basis. Once you receive this letter please discuss with your child your preferred time for an appointment and the form tutor will try to accommodate this.

**A confirmation of the time will be written in your child's planner so do check this once they get home.**

Your child is expected to attend with you in full school uniform. Discussions will focus on the pupil's progress and targets so if your child is absent, the discussion will have little impact and significance.

Please be aware that there is no parking available for parents on the school premises.

We look forward to seeing you all.

Yours faithfully



**Mrs S Wickliffe**  
Assistant Head Teacher



**Mr T Part**  
Director of Learning