



9<sup>th</sup> November 2020

## Year 7 Settling-in Evening

Dear Parent/Carer,

I would like to invite you to a tutor 'settling-in' evening that will give you the opportunity to communicate with your child's tutor in order to discuss how they are settling into our school community at Lincoln Castle Academy. The evening will be held remotely with parents/carers having the opportunity to speak to their child's tutor during a preferred timeslot by either a telephone conversation or a virtual meeting using Zoom. All parents/carers will be allocated a 5-minute appointment between 3.30pm and 5.30pm on Wednesday 18<sup>th</sup> November.

Please send the reply slip below to confirm if you would like a phone call/Zoom meeting by the tutor and your preferred time slot. Please ensure that we have an up to date phone number/email to ensure that tutors can make contact. In the unlikely event the tutor is absent on the day, they will contact you to rearrange an alternative appointment. If you are happy for the tutor to contact you at any time during next week, please let us know.

Your child's tutor will then confirm your meeting time via the study file.

We look forward to communicating with you remotely to discuss your child's start to Year 7.

Yours faithfully,

Miss L Bellamy  
Head of Year 7

✂.....

Please complete and return to form tutor.

Name..... Tutor group.....

Preferred communication: Telephone call      Zoom meeting

Preferred Time slot:                      3.30pm – 4.30pm      4.30pm – 5.30pm      Any time

(Please ring your preferred timeslot and communication)

Contact telephone number: .....

Email: .....