



Leon School & Sports College

A member of the Leon Learning Trust

17th January 2012

Dear Parents/guardians

Personal Tutor Parental Consultation Afternoon – Wednesday 8th February 2012 (1pm-5:30pm)

I would like to invite you to your son/daughters 'Personal Tutor Consultation Afternoon' on Wednesday the 8th February. This is an opportunity for you to discuss your child's progress so far this year at Leon and also to discuss targets moving forward with their Personal Tutor.

It is very important that your son / daughter accompany you as they need to be fully involved in the target setting process. Up to three targets will be discussed at this meeting and recorded in your son/daughters Individual Learning Plan (ILP).

Could I ask that your son/daughter return this letter to their Personal Tutor as soon as possible indicating at least two convenient times when you would be able to come for your appointment. If you are available for more than two time slots please tick the appropriate boxes. Your appointment time will be confirmed with your son/daughter. If you are unable to attend please return the letter and your child's personal tutor will endeavour to organise another time.

Please note that as a result of these Personal Tutor interviews taking place school will finish at lunch time (12.15pm) on the 8th February 2012 and learners are only expected to return in the afternoon for their appointment.

Thank you for your anticipated support.

Yours sincerely,

K. Jones

Mr K. Jones
Head of Personal Tutors

To: Personal tutor

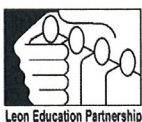
I would like to have an appointment and I am available at the following times: ***(Please tick and return the letter to the Personal Tutor who will then confirm the exact time with your son/daughter)***

Time	Preferred appointment time	I am unable to attend and would appreciate an alternative day and time
1.00 p.m. - 2.00 p.m.		
2.00 p.m. - 3.00 p.m.		
3.00 p.m. - 4.00 p.m.		
4.00 p.m. - 5.00 p.m.		
5.00 p.m. - 5.30 p.m.		

Name of Child _____ Tutor Group _____

Name of parent / guardian _____

Signed _____ (Parent / guardian)



Headteacher : Simon Viccars
Deputy Headteacher : Gary Wakefield

Leon School and Sports College
Fern Grove, Bletchley,
Milton Keynes, MK2 3HQ

Telephone : 01908 624720
Facsimile : 01908 624777
email : enquiries@leon.milton-keynes.sch.uk

www.leon-school.org