



# Sir John Cass's Foundation and Red Coat CofE Secondary School & Sixth Form

*We will achieve excellence and inspire generations the Cass Way*

Headteacher: Mr P. Woods

---

11<sup>th</sup> December 2018

**RE: Academic Review Day – Tuesday 8<sup>th</sup> January 2019**

Dear Parent/Carer,

You are invited to attend the school on **Tuesday 8<sup>th</sup> January 2019** to discuss the progress of your child and set targets for the remainder of the academic year. Please note this date is a change in the calendar that was originally published in September.

Your child will be given an appointment time of 10 minutes by his/her form tutor. **It is very important that you arrive on time and that your child is in full school uniform.** Entrance is via Bromley street reception.

This is a very **important** occasion and it is vital that a member of the family attends. If you are unable to attend, please arrange another date and time with your child's form tutor as soon as possible.

Please note pupils **will not** be in school on this day other than to attend the appointment. They will be given work to complete at home.

Please complete and return the tear-off slip below by **Wednesday 19<sup>th</sup> December**.

We look forward to meeting with you on the 8<sup>th</sup> January 2019.

Yours sincerely,

**Mr B Siaw**

**Associate Headteacher**

---

To: Form Tutor

I will be able to attend the Academic Review Day on **Tuesday 8<sup>th</sup> January 2019**.

**Name of pupil:** ..... **Form:** .....

**Parent/Carer Signature:** .....

**Printed Name:** .....

**Please select the time slots that you are available to attend the appointment.**

**8.30am – 11am** [ ]                      **11am – 2pm** [ ]                      **2pm – 3.30pm** [ ]