



Bellerive FCJ Catholic College

A Catholic Voluntary Academy

14th September 2018

Dear Parent/Carer,

You will, no doubt by now, be eager to know how well your daughter's teachers think she has been settling into her new school and progressing in her studies so far this year.

With this in mind you are invited to speak with your daughter's form tutor, for up to ten minutes by appointment on **Monday 1st October**. During this meeting, they will discuss with you how they think your daughter has settled into school life at Bellerive. (Please note that this is not a subject based consultation. How well your daughter is progressing in her subjects will be discussed at the annual Year 7 Parents' Evening later this academic year).

At this very important time in your daughter's school career when the foundations for good learning habits over the next five or more years are laid, your attendance and involvement would be appreciated. Your daughter will also be asked to leave one of her lessons for the 10 minutes so that she can be present for part or all of the meeting.

Alongside the times below, in order of preference, please circle and number 1, 2 and 3 your preferred appointment times. Although we cannot guarantee any one of these three times we will do our best to accommodate your wishes with one of them. For any parent who is in a position to do so, it would be very helpful if you could avoid making an appointment during the first hour as this is always the most requested period.

If you would also like to speak to our SENCo, Mrs. Allerston, she will be available from 9.10am to 10am and from 11.20pm to 12.20pm. If your appointment does not correspond with the times she is available indicate to your daughter's form tutor that you would like to speak with Mrs Allerston and she will contact you by telephone.

You will be informed in due course of the time that you have been allocated. On the day of your meeting, please aim to arrive at the main entrance of our Sefton Park Building to sign in five minutes before you are due to meet with your daughter's Form Tutor.

If you are coming by car, please leave enough time for parking as there will be no spaces available on site (apart from one designated disabled parking bay). Each appointment time will be strictly adhered to in order to avoid inconvenience to other parents.

Please tear off and return the slip below to your daughter's Form Tutor as soon as possible, but no later than Thursday 20th September.

Yours sincerely,

Mrs N Howlett
Headteacher

Name of Pupil Form

Preferred appointment times

In order of preference, please write numbers 1, 2 and 3 alongside any of the times below and draw a circle around each of your preferred times.

Monday 1st October

9.10am	10.00am	10.50am	11.50am	1.50pm	2.50pm
9.20am	10.10am	11.00am	12.00pm	2.00pm	3.00pm
9.30am	10.20am	11.20am	1.20pm	2.20pm	3.10pm
9.40am	10.30am	11.30am	1.30pm	2.30pm	3.20pm
9.50am	10.40am	11.40am	1.40pm	2.40pm	

Signature of Parent/Carer Date

Name in capitals of Parent (s) / Carer (s) attending:

Mr / Mrs / Ms / Miss

Daytime telephone number:

Headteacher
Mrs N Howlett, MSc, NPQH

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www.bellerivefcj.org