

September 2021

Dear Parent/Carer

TUTOR REVIEW DAY WEDNESDAY 20 OCTOBER 2021, ONLINE APPOINTMENT BOOKING

We are holding our first Tutor Review Day on Wednesday 20 October 2021. This will be a face to face event where we will welcome you back into the school building. Appointments are available between 11am and 6.45pm.

We operate the online Parents Evening Booking system and this allows parents and carers to choose or alter a pre-booked appointment with staff.

The booking system will be available from 8.00am on Friday 17 September 2021. The system will temporarily close on Wednesday 13 October 2021 and pupils without an appointment will have one assigned. The system will reopen later the same day and you will be able to change appointments if required. The system will finally close on Monday 18 October 2021 at 12.00pm.

Please visit <https://oakwoodhighschool.parentseveningsystem.co.uk/> to book your appointments.

If you do not have access to the internet, please contact us and we will be happy to add appointments on your behalf (01709 512222).

Your child must bring their iPad/Chromebook for the meeting. The meeting is expected to last 15 minutes, with a short presentation by your child, and the discussion will focus on your child's progress. **As you will appreciate, these meetings are important therefore we expect that every pupil attends with a parent/carer or family member.** There will be no lessons on Review Day as school will be open for individual review meetings only. Attendance will be recorded and will contribute to your child's pastoral data. On this day we expect pupils to work at home on homework, revision or coursework. Please note parking will be limited on the day.

Tutor Review Day will then be followed by Virtual Parents Evenings as follows:

- Year 8 and 11 - Tuesday 23rd November 2021
- Year 7, 9 and 10 - Wednesday 1st December 2021

Any requests by teachers to see your child will be recorded on Go4Schools in the Pupil Progress section. You can view this at any time. You can make Parents Evening bookings at Tutor Review Day with staff in the dining hall from 11am or you can book via the Parents Evening Booking system from Thursday 21st October 2021.

Yours faithfully

Simon Willey
Assistant Headteacher