



Newmarket College

November 2011

Dear Parent/Carer

Individual Tutorial Interviews Wednesday 23rd & Thursday 24th November 2011

You have the opportunity on either Wednesday 23rd or Thursday 24th November to meet with your child's tutor and/or mentor to discuss their work and progress towards their target grades for their public examinations.

The purpose of this interview is for students to review their target grades and to draw up strategies to enable them to meet their targets. We believe this process will help to motivate students to work hard in their studies and, as a consequence, they will be more likely to realise their potential in each subject.

The interviews will take place in the Main Hall on Wednesday 23rd November from 1.00pm - 5.00pm and on Thursday 24th November from 8.00am - 9.30 am.

Our normal timetable will operate on the Wednesday up to 12.15pm and will resume at 9.40am on the Thursday (starting with registration). Your son or daughter only needs to attend at their interview time during the Individual Tutorial session times. Even if you are not able to accompany your son or daughter, each student must attend the ten-minute interview, and should wear school uniform (except the sixth form). It is also important that each student brings his or her Planner to the interview.

Please complete and return the attached form by Monday 7th November showing your preferred time for the interview. Please list all the names of your children in the College on each form. This will enable us to coordinate their appointment times. We look forward to seeing you on either Wednesday 23rd or Thursday 24th November.

Yours sincerely

Dr R Cadwalladr
Principal

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Please complete this form and return it to your child's tutor by Monday 7th November.
Please list all brothers or sisters who are also students at the school.

Name of student	Tutor Group

Names of any brothers or sisters who are students in the College.	Tutor Group

Please tick your preferred time for seeing your child's tutor. If you have more than one child at the school we will endeavour to arrange times that are close together.

Wednesday	Please tick preferred time
Between 1.00 pm and 2.00 pm	
Between 2.00 pm and 3.00 pm	
Between 3.00 pm and 4.00 pm	
Between 4.00 pm and 5.00 pm	
Thursday	
Between 8.00 am and 8.30 am	
Between 8.30 am and 9.00 am	
Between 9.00 am and 9.30 am	
I am unable to attend the Individual Tutorial, and I would like to arrange an alternative time.	

Parent's/Carer's signature