



Peterchurch, Herefordshire HR2 0SG | 01981 550 231 | [admin@fairfield.hereford.sch.uk](mailto:admin@fairfield.hereford.sch.uk) | Head Teacher: Mrs S L Gaston

October 3, 2022

Dear Parent/Carer

### Year 7 FORM TUTOR Evening – Thursday 7<sup>th</sup> October 2022

I am writing to invite you to our face to face form tutor evening specifically for our Year 7 parents and carers, which will be held on Thursday 7<sup>th</sup> October 2022 between 4.30pm and 6.30pm. This is quite an informal evening, aimed at giving you the opportunity to find out how your child has settled in and to meet their first point of contact – the form tutor. Mrs Hart, Senior Learning Manager, and Miss Harold, Transition Co-ordinator will also be in attendance in you have any specific queries for them.

The evening is not to discuss subject progress – there are two such designated evenings later in the year and the dates can be found on the calendar on the website. If you have any urgent subject specific issues, then please email [admin@gvsc.org.uk](mailto:admin@gvsc.org.uk) addressed for the relevant staff's attention who will get back to you.

Unfortunately, Mr Catton will be out of school during this time, so parents and carers of students in 7 Monnow should email him at the admin address above if they would like him to contact them separately.

Your child will make an appointment for you with their Form Tutor and write it down in the planners against 7<sup>th</sup> October – so you know where to find it! It might be a good idea for you to give your child an approximation of when you would like the appointment to be made that is most convenient for you e.g. – not before 5pm, any time after 5.30pm, etc. Staff will try very hard to accommodate this but we cannot absolutely guarantee a specific time slot.

In order for staff to see as many parents as possible, appointments are 5 minutes long and we respectfully ask you to be as prompt as possible. Please sign in at Reception in the main house and our helpful older students to will direct you to where you need to go.

If you are unable to attend please email the school office at [admin@gvsc.org.uk](mailto:admin@gvsc.org.uk)

Yours faithfully

Ms Jayne Conway  
Deputy Head

	<b>Teacher</b>	<b>Student</b>
4.30		
4.35		
4.40		
4.45		
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