

Dear parent and carer,

I am writing to make you aware of our parent and carer event and to extend an invite to you to attend and discuss the process your child is making and how you can support them. The event runs from **3:45pm to 6:30pm on Tuesday, 26th March**. This event is an opportunity to have brief update on how individual students are achieving, any barriers to learning that we have identified and what interventions are or can be put in place to support them to succeed.

All Level 3 Year 2 and Level 2 students are invited to make appointments with their teachers. **Appointments must be made with teaching staff before the event.** Students can collect appointment sheets from reception or the Independent Learning Centre. They will need to speak with subject teachers about slots and agree times.

It is important that you keep to your scheduled times to allow the efficient running of the evening. If you miss your appointment time, it is not guaranteed that you will be able to speak with the member of staff during the event.

Although we appreciate you may not be able to attend in person, it is not guaranteed that a teacher will be able to fit in a telephone meeting in addition to their appointment times.

There will also be an opportunity to get support in accessing Edulink, our parent portal, and speak with some of our support teams across the evening. If you have any queries, please email enquiries@longleypark.ac.uk.

We look forward to welcoming you.

Yours faithfully,



Jamie Davies
Executive Principal