



13 June 2018

Cranbourne Business & Enterprise College
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Dear Parents and Carers,

MONITOR DAY – Friday 6th July 8.00am-5.00pm

We are pleased to invite you to come to the College on Friday 6th July to talk to your child's tutor. You will be able to discuss the progress they are making and contribute to targets for further improvement. The College timetable will be suspended for the day which means students will only attend for their designated appointment. However, we would stress the importance of every student attending his or her appointment. We want them to play a major role in the discussion about the progress they have made and how they intend to achieve their targets.

We hope that you will be able to join us and we will do our best to be as flexible as possible with times of appointments. Below is a grid of hour blocks of time. Please indicate a first, second and third choice where you could attend for a 10 minute interview. If you have more than one child at the College, please indicate their names and tutor group and ask your children to liaise with their tutors to try to get appointments that are as close as possible. To enable this to happen it is important that you return your slip as soon as possible. Your child's tutor will then return the tear-off slip with the actual time of the interview. Students will not be expected to wear school uniform. Please ensure that your child brings their **planner and monitor sheet** with them to the interview and that you sign in at the Sports Hall when you arrive.

Yours faithfully

Richard Pegler, Assistant Headteacher

PLEASE RETURN TO YOUR CHILD'S TUTOR BY MONDAY 2nd JULY AT THE LATEST.

Please use 1, 2 and 3 to indicate choice of timeslots. If you are flexible in your daily arrangement, please choose mid-morning or afternoon times to leave free the other slots for those who need to juggle their working hours.

8-9am		9-10am		10-11am	
11am-12pm		12-1pm		1-2pm	
2-3pm		3-4pm		4-5pm	

Tick here if you are unable to attend		Please provide the best telephone number to arrange an alternative time	
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NAME OF STUDENT: _____ TUTOR GROUP: _____

NAME OF SIBLING: _____ TUTOR GROUP: _____

CONFIRMED TIME OF APPOINTMENT: _____ TUTOR SIGNATURE: _____