

18th October 2023

Dear Parents/Guardians

**Re: Year 7 Meet the Tutor Evening - Thursday 2nd November 2023**

I would like to invite you to the **Year 7 Meet the Tutor Evening on 2nd November 2023**. This evening is an excellent opportunity to discuss how your child has settled into school.

At Meet the Tutor Evening, you will meet with your child's form tutor. The aim of the meeting is to discuss holistically how your child has settled into Ruislip High School as well as being able to meet your child's form tutor in person. This will be similar to Parents' Evenings held in primary/junior school where you meet one member of staff to discuss your child in school as a whole. However, your child's form tutor will not have specific feedback on your child's progress in each subject. Later on in the year, there will be a full Parents' Evening where you will be able to meet with individual subject teachers. If you do have any concerns around specific subjects please feel free to contact the subject teacher through the school office: [office@ruislihigh.org.uk](mailto:office@ruislihigh.org.uk)

Appointments with your child's form tutor will be made on a first-come, first-served basis. By using the link below you will also be able to confirm your attendance on the evening. **The link will be live from 15:00 on Friday 20th October**. Please confirm your attendance by **1st November**, indicating whether or not you will be able to attend. Please note if attendance is not confirmed, you will receive a phone call from Ms Loizou or Mr Gibbs; this is a supportive measure to see if we can help and make any arrangements necessary for your attendance at Parents' Evening. To access the online system please follow this link: <https://ruislihigh.parenteveningsystem.co.uk>

Appointments will be held in school in your child's tutor room from **4:30pm to 7:00pm** and **students are expected to join their parent/guardian during the meeting**. Students are expected to attend the meeting in full school uniform.

During the evening, tutors will try to meet as many parents/guardians as possible but if a tutor's appointment list is full, parents/guardians can request a phone call or brief written statement following the evening. Appointments will also be limited to five minutes to ensure that as many people as possible can access appointments.

Parent partnership remains a key to student success at Ruislip High School and we very much look forward to seeing you and your child at the Year 7 Meet the Tutor Evening. Should parents/guardians have any further questions, please contact me via the main school office.

Yours sincerely



Ms Loizou  
Head of Year 7