

13 October 2015

Dear Parent/Carer

**Years 10, 12 and 13 Tutor Evening
Wednesday 21 October 2015 5:00 pm – 7:30 pm**

Your child's progress report for term one has now been completed and will be issued at the above tutor evening. You will be given the opportunity to discuss your child's progress so far this term with their tutor.

The Kingswood Secondary Academy uses an online system for tutor evenings. By using this you will be able to make an appointment directly with your child's tutor. The website can be found at:-

<http://kingswoodsecondaryacademy.parentseveningsystem.co.uk>

The login details are your child's name and tutor group. Please choose the 'Years 10, 12 and 13 Tutor evening 2015' and follow the on-screen instructions for making an appointment. If you are unable to use this system your child should speak to their tutor or year office directly to make an appointment.

Please arrive 10 minutes before your appointment to give you time to look at your child's report before meeting his/her tutor.

Yours faithfully



**Tony Meneagh
Acting Principal**