



# Sir John Cass's Foundation and Red Coat Church of England Secondary School

Headteacher: H. Evans MA, MSc

**STEPNEY WAY LONDON E1 0RH**

Telephone : 020 7790 6712  
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22<sup>nd</sup> October 2014

**RE: Pupil Tracking and Academic Review Day 1**

Dear Parent/Carer,

You are invited to attend the school on **Wednesday 5<sup>th</sup> November 2014** to discuss the progress of your child. We will be sharing current data about how your child is learning and working.

Your child will be given an appointment time of 10 minutes by his/her form tutor. **It is very important that you arrive on time and that your child is in full school uniform.** They must bring their planner as this will be used to record targets. On arrival at the front entrance to the school you will be signed in and shown to the correct venue in the school.

This is a very **important** occasion and it is vital that a member of the family attends. If you are unable to attend, please arrange another date and time with your child's form tutor as soon as possible.

Please note that the pupils **will not** be in school on this day other than to attend the appointment. They will be given work to complete at home.

Please complete and return the tear-off slip overleaf by **Friday 24<sup>th</sup> October 2014**.

We look forward to meeting with you on **Wednesday 5<sup>th</sup> November**.

Parking will be available in the playground accessed from Copley Street. Please note that parking is not permitted in the staff car park at the back of the school.

Yours sincerely,

**Mr H Evans  
Headteacher**

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**To: Form Tutor**

I will be able to attend the tracking interview at Academic Review Day on Wednesday 5<sup>th</sup> November 2014

**Name of pupil:** ..... **Form:** .....

**Parent/Carer Signature:** .....

**Printed Name:** .....

**If you are unable to attend this interview please contact the school to arrange an alternative time.**

