



30<sup>th</sup> September 2019

Dear Parent/Carer

**Parent-Tutor Evening - Wednesday 16<sup>th</sup> October 2019**

I do hope your child has enjoyed a good start at Helston Community College and is settling in well.

On Wednesday 16<sup>th</sup> October, after College, there will be an opportunity for you to meet with your child's tutor in the South Site Hall at Helston Community College. The focus of the evening is to share any issues or information with the College, and to discuss how we can work together in partnership, to enable your child to have the opportunities to make further progress. In previous years, we have found this meeting to be successful to ensure your child's needs are being met and that they are settling into College life.

Tutor appointments are available between the following times –

7A	Ms SJ Marsden	3.30pm – 5.30pm
7B	Mrs P Laban	3.30pm – 5.30pm
7C	Mrs C Hutchings	3.30pm – 5.30pm
7D	Mr K Trevithick	4.00pm – 6.00pm
7E	Ms S Martin	4.00pm – 6.00pm
7F	Mr J Dudley	3.30pm – 5.30pm
7G	Mrs K Oates	3.30pm – 5.30pm
7H	Mr J Stuteley	4.00pm – 6.00pm

If you would like to make an appointment to see your child's tutor, please complete the attached slip and return it to Ms A Cann in South Site Reception by Monday 7<sup>th</sup> October. Appointment times will be distributed to students during tutor time on Friday 11<sup>th</sup> October. This is likely to be a busy evening therefore appointments will need to be limited to five minutes per student.

Please do not hesitate to contact the College if you have any questions. Where this is the case, in the first instance please contact Ms A Cann via email ([acann@helston.cornwall.sch.uk](mailto:acann@helston.cornwall.sch.uk)).

Yours faithfully

**Mr E McFadden**  
 Assistant Headteacher KS3  
 SENCO

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**Parent-Tutor Evening - Wednesday 16<sup>th</sup> October 2019**

Name of Student: ..... Tutor Group: .....

I would like to request an appointment for the Parent-Tutor Evening on Wednesday 16<sup>th</sup> October 2019.

Signed: ..... Date: .....  
 (Parent/Carer)

**PLEASE RETURN THIS SLIP TO MS A CANN, SOUTH SITE RECEPTION, BY MONDAY 7<sup>TH</sup> OCTOBER**