



Woolwich Polytechnic School

JL/AMC

27 June 2017

Head Teachers: Mr. B. Parker MA. BSc. (Econ.) NPQH
Mr. T. Plumb MA. BSc. NPQH

Dear Parent/Carer

We are writing to remind you that on **Wednesday 19 July** we are holding our Academic Review Day. On this day the school will be closed for lessons and all boys and their parents will be expected to come to the review day to see **form tutors**. Attendance at the review day will constitute attendance at school for the day. You will be seen during one of the time blocks according to your preference; you can choose from:

- Session 1 8.30 am to 10.20 am
- Session 2 11.00 am to 12.20 pm
- Session 3 1.20 pm to 3.20 pm

Please return the reply slip to indicate you have received this letter, and to indicate which session you would prefer. Your son's tutor will then allocate an appointment time for you.

On arrival at the school you will be able to collect your son's report which shows progress made this term and will be used as a basis to set targets for him for the future.

As you are aware, parking availability in the roads around the school is very limited and local traffic enforcement officers are likely to penalise those parked illegally. You are encouraged to park in the local retail stores' car parks and walk to the school from there.

Yours faithfully

Byron Parker
Head Teacher

Tim Plumb
Head Teacher

REPLY SLIPS NEED TO BE RETURNED BY MONDAY 10 JULY 2017

To: Form Tutor

Son's name Tutor Group

I have received your letter about the Academic Review Day. I would like an appointment during (please tick selected box):

- Session 1 8.30 am to 10.20 am
- Session 2 11.00 am to 12.20 pm
- Session 3 1.20 pm to 3.20 pm

Signed (Parent/Carer)



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