

December 2016

Dear Parent/Guardian

**Consultation Evening to discuss reviews and progress
for Parents of Year 1 Students**

On Tuesday 6th December we are holding an evening for parents and 1st year students to discuss progress with subject teachers and tutor. Please ask your son/daughter to book their appointments. Staff will be available from 6:00pm to 8:30pm. Please note that staff will always be present between 6:00pm and 7:00pm regardless of whether they have appointments or not. However, unless you have an appointment, it cannot be guaranteed that they will be present later in the evening.

Where teaching staff feel that a meeting may be particularly valuable, a specific invitation may be sent home. Please encourage your son/daughter to accompany you, as it is their progress we shall be discussing.

There will be a dedicated Parents' Consultation Evening for **ALL Year students on 20th March 2017**. However, as a second year parent, if you feel that you need to discuss your son or daughter's progress on courses before that date, please feel free to make an appointment to see teachers on Tuesday 6th December. There will also be an opportunity on each of these evenings to meet senior staff to answer any questions you may have. Tutorial Managers and Careers/HE advice will also be available.

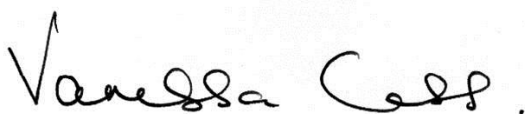
You may also wish to check on students' attendance and progress using PIPs (Parent Information Portal) which you can access via the website www.itchen.ac.uk. If you have given the college an email address then you should have been sent a login and password to gain access to PIPs. Please check your junk mail. If you have not received these, then please email spreston@itchen.ac.uk.

Please feel free to contact staff at any time if you have concerns about your child's progress. Contact by email generally works better than by telephone. All teaching staff have email addresses using the following format eg. John Smith's email would be jsmith@itchen.ac.uk.

The appointment grid overleaf should be used by students to book appointments for you. If you are unable to attend but would like to discuss matters, please email jbatten@itchen.ac.uk to arrange another time to meet your son/daughter's Tutor Team Manager.

We look forward to meeting you and sharing in the future success of your daughter or son during their stay at Itchen College.

Yours sincerely,



Vanessa Cass
Principal

Interview Appointments

- This grid should be used by students to book appointments with subject teachers.
- Please note that interviews are normally 5 minutes in length. You are welcome to extend an interview by booking two slots.
- Try and allow at least 5 minutes between each interview.

Subject	Name of Teacher	Time	Location

Staff are available from 6:00pm to 8:30pm