



Ref: DHH/jmh/office/dhh/academictutoring

8th September 2025

Dear Parents/Carers

Re: Academic Tutoring Morning- Friday 3rd October 2025

Following the success of our Academic Tutoring programme which took place in 2023 and 2024, we have made the decision to launch a similar Academic Tutoring programme for this year on Friday 3rd October 2025. We firmly believe that the Academic Tutoring programme increases the self-efficacy of our students and places us in a stronger position to support them academically and pastorally. This day would traditionally have been a half-day due to the early closure ahead of Open Morning on Saturday 4th October to give staff time to prepare the school site.

On Friday 3rd October, typical lessons will be suspended and students will complete remote learning for periods one to four at home. Each student across Years 7 to 13 will be given a time to arrive in school that day for a 1:1 appointment with a member of staff (parents do not need to attend); for the majority of our students, this will be with their Form Tutors.

Friday 3 rd October		
	Periods 1-4	Period 5
Years 7 - 13	Students complete remote learning set on Satchel One at home and Students attend their 1:1 mentoring appointment in school at their designated time with their tutor/named staff member (parents do not need to attend)	Early closure of school in preparation for Open Day on Saturday 4 th October Students at home. There will be no remote learning or appointments at this time.



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Within their time at school that morning they will have the opportunity to prepare for their individual appointment, which will last approximately 10 minutes. They will be given the opportunity to reflect on their progress so far and will set targets for the year ahead (considering academic, pastoral and enrichment aspects of school life). Alongside these targets, they will also articulate what further support they would benefit from their parents/carers, which will be communicated to you after the day. There will be further opportunities over the course of the academic year for students to reflect on the progress they have made towards achieving their targets.

Students will be in school for approximately 30 minutes on this day. Following their appointment, students will be free to sign out and leave the school to return home and resume remote learning. Work will be set on SatchelOne for students to complete independently.

In the coming weeks, every student will be allocated a time to arrive at school and a location on the school site where they must sign in. You will be informed of the time the week of the appointment. Any student who does not attend their appointment on that day will need to complete their appointment at another time, likely to be after school, and will be given an unauthorised absence for the day unless there is a justified reason for missing the appointment.

Additional information

If your child is entitled to receive free school meals, you can request a packed lunch from school by completing [this form](#). Lunches will be available for collection by your child from the Restaurant during the morning.

If you cannot make alternative arrangements for your child to work from home during the morning, we will have limited capacity within school to accommodate children and provide supervision for the completion of online remote learning tasks. Please complete [this form](#) by Monday 30th September.

We know that students see these sessions as a positive opportunity for them to reflect on their learning, progress and achievements and also for them to take a leading role in determining what this academic year will look like for them.

Many thanks for your support with this day.

Yours faithfully

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