

March 2017

Dear Parent /Carer

Our Consultation Day for students will take place on either Thursday 16<sup>th</sup> March (surname A-K) or Tuesday 21<sup>st</sup> March (surname L-Z) between 12.15pm and 8.00pm. Your appointments with teachers should only be made for **one** of these days.

Students are requested to make appointment times for you with their teachers and need to keep a careful record of date, place and time. Please allow time to travel between one teacher and the next. **Students are strongly encouraged to attend the appointments with you; to take you to the appropriate room and to hear the discussion on their progress.** Students have been emailed on their college account with a booking form to use when confirming appointment times with teachers.

The meeting will provide the opportunity to discuss the recent Progress Review in greater detail which can be found on our online learning portal CEDAR from 13<sup>th</sup> March (Parent/Guardian instructions to CEDAR are attached).

All the teachers will be in rooms either in St Bede's building, St Wilfrid's building or St James's building [these will not necessarily be the subject teaching areas] and the coffee bar will be open for your enjoyment. A more detailed subject and room list is attached, but the student will be able to tell you the precise location of their teacher for the day.

Whilst on CEDAR could we ask that you take the opportunity to review the contact information that the college has on file and ensure that it is up to date. **As a college we are aiming to conduct all communication with parents/guardians via email in order to more regularly inform you about student progress and college life.** If any information requires updating, please use the two links in the CEDAR menu '**Update Contact Details**' and '**Update Medical Details**', or ask the student to report to main reception at the college. Please see attached information regarding how to report a student absence.

We look forward to meeting you.

Yours sincerely



James Wildig  
Director of Students



Kellylee Illingworth-Turner  
Director of Students