



**GUISELEY
SCHOOL**

A THINKING SCHOOL

Fieldhead Road, Guiseley, Leeds LS20 8DT
tel: 01943 872315 email: info@guiseleyschool.org.uk www.guiseleyschool.org.uk
Headteacher: Paul Clayton

8 October 2018

Dear Parent/Carer

I am delighted by the positive start and successful transition our Year 7 students have made. I would like to invite you to a Year 7 Settling In Meeting on Wednesday, 24 October 2018. The meeting will run from 2:00pm to 4:00pm in the Main Hall. The afternoon is an opportunity for you to come into our School Hall and meet with the Year 7 Form Tutor. Myself and Catherine Lowe, Assistant Key Stage Co-ordinator for Year 7, and other members of the Pastoral Team will also be in attendance. We appreciate that you may also welcome this chance to meet and talk with other Year 7 parents/carers.

The informal discussions will focus on how your child has settled at Guiseley School and are also an opportunity for us to get some feedback from you. Refreshments will be available and there will be some displays and useful information.

We will allocate a five-minute slot with your child's Form Tutor for you to discuss how your child has settled in. To make this possible please complete the reply slip below and return it to your child's Form Tutor by Wednesday, 17 October 2018. Appointment times will be sent home with your child during week commencing Monday, 22 October.

If you are unable to attend on Wednesday, 24 October but have concerns or questions regarding the transition process, please do not hesitate to contact your child's Form Tutor at any time. You will have an opportunity on Wednesday, 8 May at Parents' Evening to come into school to discuss your child's academic progress.

I look forward to meeting many of you soon.

Yours sincerely

Hannah Ogden
Lower Key Stage 3 Co-ordinator

To: Year 7 Form Tutor Re: Year 7 Settling In Meeting, Wednesday, 24 October 2018

Student name: Form:

Please tick preferred time slot:

2.00pm - 2.30pm: 2.35pm - 3.00pm: 3.05pm - 3.30pm: 3.35pm - 4.00pm:

Anytime:

I am unable to attend my child's settling in afternoon:

Signed:

Print name:

(Parent/Carer)