



*believe & achieve*

Headteacher: Stephen Tong

March 2019

Dear Parent / Carer,

**Year 10 Tutor Academic Review Evening - Online Booking System**

We are holding Year 10 Tutor Academic Review Evenings on Monday 25<sup>th</sup> March and Thursday 28<sup>th</sup> March from 3.30 - 6.30pm. These evenings will involve a new format where you will be able to meet with Tutors to discuss your child's progress across all their subjects at Poltair School. During the evening of your choice Tutors will share the latest assessment data with you and discuss specific curriculum targets that your child will need to focus on over the forthcoming term. They will also discuss some focused targets that they should work on across all their studies.

In order to make booking appointments easier, you are invited to use our online booking system.

- You will be able to book an appointment **either** on Monday 25<sup>th</sup> March **or** Thursday 28<sup>th</sup> March
- Your 15-minute appointment will be with your child's tutor or another specific member of staff
- You will be able to add a short note regarding any issues or matters you would like to raise.

**What happens if I have no internet access?**

Please contact us, either by telephone 01726 874520 or e-mail [secretary@poltair.cornwall.sch.uk](mailto:secretary@poltair.cornwall.sch.uk) with details of your availability e.g. 3.30 until 6.30pm, and we will arrange appointments on your behalf.

**How do I make appointments?**

To make appointments please follow the instructions below or consult the Help Sections within the software and on our website.

- Step 1. Using your internet browser, enter <https://poltair.parentseveningsystem.co.uk/>
- Step 2. Complete the details on the home page using Child's **preferred** name. Choose 'Log In'
- Step 3. Choose your preferred date and then booking method, Automatic or Manual
- Step 4. Follow the online instructions to book an appointment with the allocated member of staff.
- Step 5. Once finished the system will send confirmation of your chosen date/time if you included an e-mail address on the Login page.

We look forward to seeing you.

Yours faithfully

Mr Rod Truan  
Assistant Headteacher

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