



Our Ref: CLD/LW

October 2020

Dear Parent/Guardian

**Year 12 Tutor Evening - Wednesday 21<sup>st</sup> October 2020**

You are invited to a virtual Year 12 Tutor Evening Wednesday 21<sup>st</sup> October running between 4.00pm – 7.00pm. The evening will comprise of 5 minute appointment slots where you can speak to your son/daughters personal tutor.

It is important that parents attend this evening in order that you can receive feedback on how your son/daughter has settled in to Thomas Alleyne's Sixth Form. In the meeting we will review your child's achievements in meeting the criteria for the Year 12 induction period. Similarly, it will be an opportunity for you to ask any questions you may have.

The evening will be run through your child's Microsoft Teams/office.com account. Full instructions will be sent out to you closer to the time, in the meantime please ensure that you have your child's office 365 login details, this should be your child's username followed by @tahs.net along with the network password. Please check that you are able to log in by Monday 19<sup>th</sup> October, if you do not have the account details please email [insight@tahs.org.uk](mailto:insight@tahs.org.uk)

To book your appointment please login to your Insight account, if you have not received your password, please email [insight@tahs.org.uk](mailto:insight@tahs.org.uk) with your child's name and form group.

Yours sincerely

Mrs C Dodd  
Senior Assistant Headteacher  
Head of Sixth Form  
Careers Lead