



Contact: Miss Kerr

9th September 2020

Dear Parents/Guardians

Meet the Tutor – Year 7

As part of Brooke Weston's desire to establish a firm relationship between parents and tutors, I would like to invite you to attend an online event on **Tuesday 15th September 2020**. It is an event where you can book a 10 minute appointment with your child's tutor online, through our website. You will be able to book a 10 minute slot from 12:30-18:00.

You will need to book through our online system here:

<https://brookewestonacademy.schoolcloud.co.uk/>

This is also the link you use to log in on the day of your appointment. I recommend that you log in a few minutes before and wait to be connected, the appointment itself will last 8-9 minutes and will automatically log you out to ensure timings are adhered to.

Accompanying this letter are guides on how to book and attend the appointments.

There is also a presentation introducing how tutor time is structured here at Brooke Weston and changes that have been implemented this year. This presentation will be uploaded here on the **14th September 2020**:

This is an opportunity to discuss with the tutor general issues arising from your son/daughter's first weeks at Brooke Weston and any questions you may have. If you have any queries about the tutor meeting please email:

enquiries@brookeweston.org

Yours sincerely



Miss Kerr
Transition Lead and head of Year 7