

Wednesday 16th October 2019

Dear Parent / Carer

Year 7 Settling in Evening Unavoidable Absence

It is with regret that I am writing to inform you that I am unavailable to meet with you at the Year 7 settling in evening planned for Monday 28th of October. I will be accompanying a group of students on a residential trip to Normandy.

With this said, I am aware that this is an important event and I am eager to set up meetings with you on an alternative day. I will be available on **Monday 4th November from 3.15pm until 5.15pm**, to book an appointment please contact Chantelle Cocker, KS3 HUB Administrator on 01822 614231 ext.214 or via email at c.cocker@tavistockcollege.org

However, if you feel that a telephone conversation would be more suitable for you; this can be scheduled at a mutually convenient time and day. Please contact me at j.solman@tavistockcollege to arrange a time and date for telephone appointments.

Again, please accept my sincere apologies for any inconvenience this has caused. I look forward to meeting or speaking with you all soon to discuss how your child has settled into college life.

Yours sincerely

Miss Solman
7DA Tutor

Together; we care, we challenge, we excel