



18 September 2026

Dear Parents and Guardians

### **Lynn Grove Academy Form Tutor Day**

We are delighted to invite you and your child to the academy for our **Form Tutor Day** on **Friday 23 October 2026**. There will be some appointments available on the evening of Thursday 22 October 2026, for parents who are unable to attend during the day. This is an opportunity for parents and pupils to come into school for an individual appointment with their form tutor.

Your 15-minute appointment will:

- Enable you as parents, the tutor, and your child/children to discuss wellbeing, attendance, and their end of year report.
- Offer the opportunity to discuss progress towards your child's/children's learning goals and homework completion.
- Provide information in relation to your child's/children's attitude to learning and what college points they have earned to date.
- Enable you as parents and your child/children to ask questions, seek reassurance and raise any concerns.

Following your appointment with your form tutor we will be offering some optional light refreshments and the opportunity to have an informal meeting with some other key members of staff from our pastoral, SEND, attendance, and senior team.

### **Booking Appointments**

Parents should book their appointment using Tes School Cloud. Instructions on how to do this are attached. Please note that it is compulsory for your child to attend the appointment, so please book a slot even if you are unable to attend, your child must still come to the meeting with their form tutor. You are welcome to bring any younger siblings if they are not in school that day.

Appointments for form tutor day will run from **8.30am – 3.00pm** and will be released at **6.00pm** on **Monday 21 September 2026** booking is on a first come first served basis.

### **Car Parking**

We will be offering car parking on the school site for this event, please respect our school community when entering the site and take care entering and departing the car park as there will be a lot of traffic coming and going. We will have car park



attendees on the day to help with this. Where possible please walk to school for your appointment.

### **Remote Learning**

To allow your child's form tutor to be available on the day, pupils will be learning remotely at home on Friday 23 October 2026 when they are not in school for their appointment. Work will be set for your child on Arbor and their teachers will explain how they can access it during the week leading up to the form tutor day.

If you require any access arrangements, then please email [enquiries@lynngroveacademy.org.uk](mailto:enquiries@lynngroveacademy.org.uk) and we can organise this for you.

We look forward to seeing you all on the 23 October 2026.

Yours faithfully

*Shanise Malonga*

**Shanise Malonga**  
**Assistant Principal**