



5 October 2026

Dear Parents and Guardians

We are writing to remind you that our **Form Tutor Day will take place on Friday 23 October 2026**, with a limited number of appointments also available on the evening of **Thursday 22 October 2026** for parents/carers who are unable to attend during the day.

Form Tutor Day provides an opportunity for you and your child to meet individually with their form tutor for a **15-minute appointment** to discuss:

- Wellbeing and attendance.
- Your child's progress, learning goals and homework completion.
- Their attitude to learning and college points earned to date.
- Any questions, concerns, or areas where you or your child would value further support.

Following your appointment, there will also be optional light refreshments and an opportunity to speak informally with key members of our **pastoral, SEND, attendance and senior teams**.

Booking Your Appointment

If you have not already done so, please ensure that you book an appointment through **Tes School Cloud** using the instructions previously provided.

Please remember that **pupil attendance at their form tutor appointment is compulsory**. If you are unable to attend with your child, you should still book an appointment, and your child must attend independently.

Appointments on Friday 23 October will run from **8.30am to 3.00pm**.

Remote Learning

Pupils will be **learning remotely from home on Friday 23 October when they are not attending their appointment**. Work will be set on Arbor, and teachers will explain how pupils can access this during the week leading up to Form Tutor Day.



Car Parking and Arrival

Parking will be available on the school site. As we expect the site to be busy throughout the day, please take extra care when entering and leaving the car park and follow the guidance of our car park attendants. Where possible, we encourage families to walk to the academy.

As an important reminder, the back gates to Lynn Grove Academy will be locked throughout Form Tutor Day. All parents/carers and pupils attending their appointment must therefore arrive and enter the academy via the main entrance only.

Access Arrangements

If you require any access arrangements, please email enquiries@lynngroveacademy.org.uk and we will be happy to organise these for you.

We look forward to welcoming you and your child to Lynn Grove Academy on **Friday 23 October** and hope that Form Tutor Day provides a valuable opportunity to discuss their wellbeing, progress, and next steps.

Yours faithfully

Shanise Malonga
Assistant Principal