



Dear Parent / Carer

### **Year 7 Settling In Evening Appointments**

Our year 7 students have now been a member of the Heron Hall family for 2 weeks, and we would like to take the opportunity for you to come in and meet with your child's form tutor on **Thursday 21<sup>st</sup> September 2023**.

This is a fabulous opportunity for you to meet the tutor, who will be your first point of contact during your child's time at Heron Hall Academy. This will give the tutor the opportunity to let you know how your child has settled in so far and let you know what is coming up on your child's learning journey.

There will also be an opportunity to see Mr Meremikwu, Year 7 YAM and Mr Keyani, Deputy YAM of Year 7 as well as members of our special educational needs team and senior leadership team if you have any specific questions or concerns.

Appointments must be made on **Arbor** from Tuesday 12<sup>th</sup> September at 3pm and will close on Thursday 21<sup>st</sup> September at 1pm. As always there will be one appointment slot given per child for each form teacher which will last no longer than 5 minutes. It is important that we stick to this allocated time so the meetings do not overrun; if you wish to discuss this further, you can arrange another meeting with your child's class teacher.

Please visit <https://heron-hall-academy.uk.arbor.sc/?/home-ui/index> as soon as possible to ensure you can login and book from 3pm today.

This is where you will be able to book your appointment from the date stated above. Login will be validated against the following information that we hold:

- Parent/Carer's Email Address
- Child's DOB

Take particular care when entering your details, especially with the date of birth and email address. If the login cannot be validated because any of these details are incorrect please let the office know so that we can amend your records as soon as possible.

We very much look forward to welcoming you to Heron Hall Academy.

Yours sincerely

Mr Dominic Corey  
Assistant Headteacher BFL  
Heron Hall Academy