

Dear Parents/Carers

Knole Academy would like to invite parents to the final academic tracking events of the academic year. Appointments are available on the evening of Thursday 18 July or during the day on Friday 19 July and can be booked via the insight portal, appointment slots will be available for booking from Monday 8 July. Wherever possible students should be in attendance at the meeting, school uniform is not required.

The meeting will look at academic progress and then, depending on year group, be focused on careers, study skills or examination techniques.

Students will be appointed an academic mentor and the appointment will last between 10 and 15 minutes, wherever possible the mentor will be the same as the mentor who conducted the previous interviews.

We would ask parents to arrive approximately **15 minutes** before the selected appointment time and **report to the main school reception**. On signing in you will receive a copy of your son /daughter's school report, exam results and other resources. You will also be informed of the venue for the consultation.

If you are unable to attend the appointment the academy will send the information home during the summer holiday.

If you have difficulties in accessing the booking system please contact Mrs Louise Dykes [ldykes@knoleacademy.org](mailto:ldykes@knoleacademy.org) who will assist you.

Yours sincerely



Mr D Collins  
Headteacher