



11 September 2019

Dear Parent/Guardian

**Secondary school success event, Thursday 26 September 2019
4:30pm – 7:30pm**

I am writing to invite you to the year 7 'Secondary school success event' evening at Knole Academy on Thursday 26 September.

By this time your child will have been a student at the academy for several weeks. This is their opportunity to show you around the academy and proudly explain their experiences so far. During the event there will be an opportunity to meet with your son/daughter's form tutor, have a tour of the school, view samples of their work and see the extra-curricular clubs on offer for year 7.

Tutor appointments will take place in the dining room and due to the popularity of the event these appointments can only be 5 minutes long. Could I please request that parents and students do not arrive in the dining room more than 10 minutes before their appointment time. (If you require a longer meeting please do not hesitate to contact me at school.) We have scheduled a range of activities for parents and students to experience both before and after the tutor meetings.

- Extra-curricular clubs' information (dining room)
- 5 minute tutor appointments (dining room)
- Tour the school and look at samples of work (whole school)

Appointments can be made to meet your son/daughters tutor, online via Insight, accessed through the parent portal on the school website. Please use the recently issued log in for this. 5-minute time allocations will be available on a first come first served basis. If you have any problems booking online, please do not hesitate to contact us at admissions@knoleacademy.org or Mrs Dykes on 01732 454608 ext 319 to book an appointment. This event is always extremely popular with nearly 100% attendance.

If you are unable to attend please contact the school to let us know.

I look forward to seeing you there.

Yours sincerely

A handwritten signature in black ink, appearing to read "M. McGauley".

Mrs McGauley
Pastoral Leader – Year 7