EATON BANK ACADEMY

Eaton Bank Academy, Jackson Road, Congleton, Cheshire, CW12 1NT.
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Dear Parents/Carers

Re: Year 7 Meet the Tutor Evening

It gives me great pleasure to invite you to a Year 7 Parent/Tutor evening on **Thursday 8th October 2026**. The evening will run between **4:00pm** to **6:30pm** in the main hall at Eaton Bank Academy. This will provide an opportunity for you to meet with your child's form tutor face to face and discuss how your child has settled in during their first few weeks at Eaton Bank Academy.

Form tutors will be allocating a time slot to students on a letter handed out during form time this week. **Please could you let your child know whether an early appointment or a later appointment might be preferred if this clashes with work/other commitments.** You could write this as a message in your child's planner. The form tutors will try their best to accommodate this where possible. Once the form tutor has allocated their appointment times, the time slot will be written in your child's planner.

Please note that the appointment is 5 minutes long to allow tutors to meet with every parent. Tutors will stick to the 5 minute time slots and if you feel you need further conversations, please arrange a call/meeting at a different point with your child's form tutor.

For students with split parents, we can offer one appointment at this time. If you are unable to attend together, please contact the form tutor and one parent can attend face to face and a telephone conversation or email will be offered for the second parent. During the evening, Miss Boulton and I will also be available if you have any further questions or enquiries. There will be a subject Parents' Evening on **Thursday 18th March 2027** where you will be able to meet with the staff who teach your child. You do not need to make appointments for this evening yet. Full details will be available nearer the time.

If you are unable to make this appointment, please contact your child's tutor directly via email to organise an alternative time to discuss your child's progress.

We hope you can join us for the Parents Evening.

Yours sincerely

Miss Cuttle
Head of Year 7