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Executive Headteacher: Mr A Hall BA (Hons) MA NPQH NPQEL
Head of School: Ms R Pabila BA (Hons), NPQH

25 September 2026

Dear Parent/ Carer,

Re: Progress, attendance and punctuality

I hope this letter finds you well.

I am writing to invite you to a meeting to discuss your child's **progress in Year 13**. As you may recall, you received a letter in August 2026 confirming your child's admission into year 13 from year 12. This admission was dependent on your child adhering to specific factors such as maintaining 96% attendance, punctuality to lessons and completion of work.

As we know, year 13 is a crucial stage in preparation for final examinations and future education or career pathways. We would like to meet with you to discuss the **support & monitoring** we are putting in place to help your child achieve their full potential.

The meeting will take place on:

Date: Thursday 1 October 2026
Time: between 4pm-4.45pm
Location: Bishop Challoner Library

This meeting will take place on the same day as the **UCAS information** evening which begins at 5pm in the theatre, therefore please can you arrive between 4pm and 4.30pm to ensure you have enough time to attend the UCAS information evening with your child.

If you have any questions, please do get in touch with me via email at hjuttla@bishop.towerhamltes.sch.uk

Yours sincerely

Mrs H. Juttla

Year Leader 12 & 13

Curriculum Leader Business & Economics