



9 October 2018

Dear Parent/Guardian

Parent Tutor Day 2018

As you are aware our Parent Tutor Day is being held on Monday 15 October and these meetings start at 2:00pm. Students are permitted to go home from 1:40pm if they have signed parental permission. There is a label inside the front cover of your child's planner for this purpose.

If your child usually goes home on a school bus or is unable to leave until 3:10pm, they will be supervised by our House Leaders for the remainder of the afternoon.

If you give permission for your child to leave the school site at 1:40pm on Monday please ensure the label is signed by Thursday 11 October. Teachers will be checking planners and recording this information to ensure safeguarding procedures are met.

Yours faithfully

Mrs J Strange
Assistant Headteacher



Stiby Road, Yeovil, Somerset, BA21 3EP

Telephone: 01935 423747 Fax: 01935 411340 Email: office@westfieldacademy.co.uk

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