

## How should I expect LAE Tottenham to communicate with me?

Dear all parents and carers,

I'm pleased to welcome you back to your child's final year with us at LAE Tottenham. As you will be aware, year 13 is a critical one in the academic career of any young person. As such, we as a school hope to continue to work in partnership with you to support our students and your children to flourish.

As LAE Tottenham moves into its second year, we have reviewed the way in which we communicate with parents and carers, to ensure that information is provided in a more systematic and effective way.

### Half termly briefings

We will send out a summary similar to this one at the start of each half term with some key dates and an overview of the next 6 weeks to help you and your child stay organised.

### Parents' evenings and reports

There are two key points in year 13 for feedback on the progress of your child. You will see these outlined below. Parents' evening is a crucial event where we will speak with you all directly to explain the progress your child is making, and their next steps. Printed in red, you can also see where we will be issuing a written report to provide a detailed analysis of your child's progress.

Year 13					
Aut 1	Aut 2	Spr 1	Spr 2	Sum 1	Sum 2
	<b>Written report</b>		<b>Parents evening 3</b>		
	<i>Update on progress in year 13.</i>		<i>Review year 13 mock exam results and agree next steps for A-level success.</i>		
	<b>Thursday 13<sup>th</sup> December</b>		Thursday 14 <sup>th</sup> February, 4.30-8pm		

### Themed coffee mornings and drop-ins

These events have been introduced primarily for parents of year 12 students, but are also open to year 13 parents. They are purely optional but present an



opportunity to come in and meet senior staff, understand the student experience up close and get to know some other parents too.

The themes we have provided are aimed to support parents in understanding what is going on in the school at that particular time.

Sign up to these events will be done via email, nearer the time: we look forward to seeing you!

<b>Aut 2</b>	<b>Spr 1</b>	<b>Spr 2</b>	<b>Sum 1</b>
<b><i>'Teaching and learning at LAE Tottenham'</i></b>	<b><i>'Community partnerships and careers guidance'</i></b>	<b><i>'PSHE, UCAS and personal development'</i></b>	<b><i>'Exam preparation'</i></b>
<i>Learning walk and dropping into classrooms</i>	<i>Overview of our career guidance program and community projects</i>	<i>Highlights from our PSHE program, with student council representatives</i>	<i>Guidance and advice on study leave, revision and exam dates</i>
<b>Friday November 2<sup>nd</sup>, 11.15am</b>	<b>Friday January 4<sup>th</sup>, 11.15am</b>	<b>Friday March 1<sup>st</sup>, 11.15am</b>	<b>Friday 3<sup>rd</sup> May, 11.15am</b>

### **Emails, phone numbers and addresses.**

In case of an emergency, we will always call the named contact that you have given the school via phone. There may be instances in which we email or text out information too.

As such, it is important that the details we have on file for you are correct. If any of these details have changed since your child enrolled with us, please contact the school to inform.

I look forward to speaking with you as the year progresses.

Yours sincerely,



Mr Balon  
Headteacher

