



Notre Dame Catholic College

Established 1869

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Headteacher: Mr Peter Duffy BA(Hons) NPQH

Our Ref: EB/Admin/13

17th November 2020

Dear Parent/Carer,

The current pandemic has changed the way we would normally arrange some of our parent/carers events.

Despite not being able to welcome you into the school building we would like to offer you the opportunity to discuss how your son/daughter is settling into secondary school on 10th December 3:15 - 5 pm.

At a prearranged time your son/daughter's form teacher will contact you either via Microsoft Teams (video call) or by telephone (we expect each call to last no longer than 5 minutes). Please indicate your preferred method of communication by ticking the box below and return this to school by Monday 23rd November.

We will send you further details of arrangements in December.

Yours sincerely

Mrs E Brennan
Senior Assistant Headteacher

YEAR 7 – MEET THE FORM TUTOR

***Reply Slip - please return to student services
Or complete online via the link on the parent app message***

Please indicate your preferred method of contact below:-

Student Name _____

Form Teacher _____

Telephone Call ☐ Telephone number _____

Video call ☐ Email address _____

Preferred Time 3.15pm - 4.00pm ☐

4.00pm - 5.00pm ☐