

15 December 2025

Dear Parent/Carer

Re: Meet the Tutor Evening

I am writing to provide further details regarding the arrangements for the forthcoming Year 8 'Meet the Tutor' evening on Thursday, 08 January 2026.

The evening will be held '**in person**' on the school site between 3.30pm and 6pm. The meetings will provide a valuable opportunity for Form Tutors and parents to discuss the year so far and address any questions or concerns which may have arisen.

Meetings will be held in the following venues: Main Hall: Tutor Groups 8S, 8P, 8R, 8N, 8G and TCC: 8F, 8E, 8L, 8D (please see the attached map showing each venue with entry/exit routes identified). Appointment times can be booked from Friday, 19 December onwards using our online parents evening system 'SchoolCloud'. A link to the booking system will be sent to you via email on Friday, 19 December at 12.15pm. Please note that the email sender will be 'springfieldschool.schoolcloud.co.uk' and remember to check your SPAM/JUNK mailbox in case the link is filtered there. Please note that appointments will be made on a first come, first served basis.

In order to maintain the safety of parents, children and staff during the evening we would kindly ask that all visitors observe the following guidance:

- Please aim to arrive as close as possible to 5 minutes before your appointment time (staff will be on hand to direct you to each venue)
- Where possible, please park off-site and arrive on foot (a limited number of parking spaces will be available)

Should you have questions about the 'Meet the Tutor' evening please contact Miss Hawkins (Head of Achievement, Year 8) or Mrs Redman (Pastoral Manager, Year 8).

Yours faithfully



Mr R Brimacombe
Deputy Headteacher

Enc. Site Map