

Mr P M Salter, BA (Hons), MA, NPOH  
Headteacher



Tel: 01344 423041  
Fax: 01344 300397  
Email: [post@brakenhale.bracknell-forest.sch.uk](mailto:post@brakenhale.bracknell-forest.sch.uk)  
Web: [www.brakenhale.bracknell-forest.sch.uk](http://www.brakenhale.bracknell-forest.sch.uk)

T:\2009-2010\Pastoral Team (Attendance, Bfl & Student Reception)\Events\Target Setting Days\12th & 13th Nov 09\Invite for Year whole school ltr v3 221009 generic.doc

Friday 23<sup>rd</sup> October 2009

Dear Parents, Guardians and Carers

**Academic Mentoring & Target Setting Meeting**

The first Academic Mentoring & Target Setting afternoons of the year are on **Thursday 12<sup>th</sup> November & Friday 13<sup>th</sup> November 2009**. Students will attend school as usual in the morning for three lessons on these two days, with the opportunity to make an appointment to see their Form Tutor on either afternoon.

Please could you arrange an appointment to meet your son/daughter's tutor in order to discuss progress and to set targets. Your son/daughter is expected to attend the meeting with yourself and the tutor, and should be in full school uniform. In order for the tutors to organise appointments it would be helpful if you could indicate a time preference on the reply slip below. Preference for appointments will be given to those received first. There will be an opportunity for your son/daughter to give you a tour around Brakenhale and to visit some of the areas where students are taught, including the LRC where staff will be available to answer any questions you may have regarding homework club, SAM Learning, VLE and Extended School activities. Students are welcome to work on homework in the LRC whilst they are waiting for their parents.

Yours sincerely

Mr H M Thomas  
**Assistant Headteacher**  
[hthomas@brakenhale.bracknell-forest.sch.uk](mailto:hthomas@brakenhale.bracknell-forest.sch.uk)

✂-----

**BRAKENHALE ACADEMIC MENTORING & TARGET SETTING AFTERNOONS  
(Thursday 12<sup>th</sup> & Friday 13<sup>th</sup> November 2009)**

**Reply Slip: Please return this to the Form tutor**

I look forward to attending the Target Setting and Academic Mentoring meeting. My preferred day for an appointment time is:

Please tick which day:

**Thursday 12<sup>th</sup> November 2009**

**Friday 13<sup>th</sup> November 2009**

1.00 – 1.30	1.30 – 2.00	2.00 – 2.30	2.30 – 3.00	3.00 – 3.30	3.30 – 4.00	4.00 – 4.30

**Please use the numbers 1 – 4 to indicate your preference. 1 = Best Time, 4 = Worst Time**

I am unable to attend either Target Setting date. Please contact me on telephone number \_\_\_\_\_ or via my e-mail address \_\_\_\_\_ to arrange an alternative appointment.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

