



10th September 2019

Dear Parents, Guardian and Remove students

We hope you have all enjoyed a lovely summer break and are all beginning to settle into the new term in Remove.

I would like this chance to introduce myself as your daughter's new year co-ordinator. I am looking forward to getting to know the girls and working with them to ensure they have an enjoyable year. If you have any queries in the first instance, we encourage you to contact your daughter's form tutor:

Remove X = Miss Ellen

Remove Y = Miss Barclay

Remove Z = Miss Le Maitre

Should you have any further queries or concerns relating to your daughter, I am pleased to confirm I have two dedicated weekly "Office Hours" times on **Mondays 0830-0930hrs and Wednesday 0830-0930hrs**, when I would be happy to have appointments or schedule telephone calls with parents. Incidentally, should you have any general enquires or wish to inform us about routine medical/dental appointments, you can contact Reception.

Please find enclosed a copy of the agreed homework timetable which outlines the College's expectations with regard to the weekly homework allocation for Remove students. Furthermore, please check and sign your daughter's planner on a weekly basis as this is a good way of communicating between home and school.

Finally, we would like to invite you to the forthcoming Remove Social Evening on **Wednesday 18th September from 19:00-20:00**, which will be an opportunity for you and the girls to meet with the Remove Team. I look forward to meeting you all.

Yours sincerely,

L. Cory

Mrs L Cory

Remove Year Co-ordinator