



Mr G Panayiotou – CEO & Executive Headteacher
Mr John McNichol – Chair of Governors
Mr W Bush - Headteacher

Castleford Academy
Ferrybridge Road
Castleford
WF10 4JQ
Tel: (01977) 605060

Our Ref: SB/JW

11th October 2021

Dear Parent/Carer

Year 7 Virtual Form Tutor Parents' Evening
Thursday 21st October, 4.00 pm – 7.00 pm

I would like to offer you the opportunity to meet your child's form tutor virtually at our first Year 7 Parents' Evening. This evening will be held virtually but will follow the same protocol that face to face settling in parents' evenings have done in previous years.

Your son/daughter's first Year 7 report will be sent to you prior to the evening and this can be used to discuss how your son/daughter has settled into the Academy. I will contact parents directly should I need to make an appointment with you. If you wish to make an appointment with me, please contact me on sbowes@castlefordacademy.com prior to the evening.

An appointment system will operate for this first parents' evening and the appointments will be held virtually. Appointments can be made using our on-line booking system (please see the attached sheet for more details and how to book). The appointment system will open at 6.00 pm on 12th October and close at 12.00 pm on 20th October. Slots are available on a first come first served basis.

In order to access the parents evening, you will need a suitable device. If you do not have access to this, please inform reception and we will arrange for your child's form tutor to contact you via telephone on another occasion. We expect all parents to book an appointment either virtually or on the telephone. If you are unable to do so, please contact me directly on sbowes@castlefordacademy.com.

As the appointments are virtual, there will be an allocated time for each appointment. Each appointment is five minutes long. At the end of the five minutes the system will end the virtual call to allow the teacher to move to the next appointment. This is determined by the system. If you feel that there are other matters you would like to discuss but will not have time, you can book an appointment with myself or email me directly on the email address above. We recommend logging onto the system prior to your booked time, this will ensure that you do not miss any of the time you have been allocated.

If you have any questions, you can contact main reception on number above.

Yours faithfully

Miss S Bowes
Head of Year 7



Healthy Schools



This school has an
Apprenticeship Champion

