



September 2017

## Tutor Group Reference:

Dear Parents and Carers,

### Re: Meet the Tutor Evenings

**Wednesday 4 October and Thursday 12 October 18:00– 20:30**

We hope that your young person has enjoyed the first few days of college and that they are settling into their new environment well.

We would like to inform you about our Meet the Tutor Evenings for parents and carers of new students. The purpose of the evening is to give those parents and carers who feel they need it, an early chance to meet with their young person's Personal Tutor, who is a key staff member in supporting them during their time at BHASVIC.

Whilst this event is open to all, we will be prioritising appointments for those who have particular concerns they wish to discuss. We would especially like to encourage attendance if either of the following apply:

- Your young person is struggling with the transition from school to college
- Your young person is facing difficulties inside or outside college which is affecting their ability to attend, or participate fully in their learning programme

Appointments will also be offered on a first come, first served basis.

**If your young person is settling in well, and you do not have any particular concerns or questions, then please wait to attend one of our curriculum-based parents' evenings taking place on Wednesday 29 November and Monday 4 December.** Subject teaching staff will be available at these parents' evenings, which are scheduled later in the term. If a cause for concern arises in the meantime, you can contact your young person's Personal Tutor or Guidance Manager by email, telephone or letter.

Our email addresses work on the basis of the first letter of the forename, followed by a dot, then the full last name with bhasvic.ac.uk as the suffix. For example: [a.smith@bhasvic.ac.uk](mailto:a.smith@bhasvic.ac.uk). In the case of a phone call, Reception will direct you to the Personal Tutor or Guidance Manager.

Personal Tutors will manage their own appointment bookings, so if you wish to book a time slot, please ask your young person to do this for you with their Personal Tutor. The list below will tell you which evening(s) each tutor will be available.

You will also find your young person's Tutor Group reference at the top of this letter. The Tutor Group references follow this format:

**Personal Tutor's initials** / Guidance Manager's initials / **Block-Year Group\_ Starting Year**

The personal tutor initials will correspond to the tutors in the list below:

Tutor Name	Tutor Initials	Evening(s) Available	
		Wednesday 4 October	Thursday 12 October
Alex Hammond	AQH	✓	
Alison Goodier	ANG		✓
Andrea Meadows	ASM		✓
Aoife Tobin	AZT	✓	
Charles Jarvis	CAJ	✓	✓
Corin d'Enno	CSD		✓
Ellie Walker	EKW	✓	
Emma Hamilton	ELH	✓	✓
Gabrielle Crisp	IGC	✓	
Georgia Bridges	GZB	✓	✓
Helen Lowe	HSL	✓	
Jo Ward	JOW		✓
Judith Shard	JVS	✓	
Katie Dixon	KJD	✓	
Kim Shaw	KLS	✓	
Liz Jeffrey	EZJ	✓	
Lucy Aditi	LZA	✓	✓
Mandy Brindle	MMB	✓	✓
Maria McCallum	MM	✓	✓
Matt Bannister	MDB	✓	✓
Nicola Twaites	NAT	✓	✓
Nigel Fisher	NF	✓	
Nikki Fabry	NJF	✓	✓
Peter Golton	PG		✓
Peter Haynes	PTH	✓	✓
Simon Atkinson	SRA		✓
Simon Taylor	SCT	✓	✓
Steve Bridgeman	SPB	✓	
Tom Gravestock	TZG	✓	
Val Whittington	VAW	✓	✓
Victoria Geatches	VJG	✓	✓
Will Baldwin	WJB		✓
Zoe Martin	ZLM	✓	

For those attending, we would encourage your young person to come in with you as we believe that they should be central to any discussions about their experience at BHASVIC

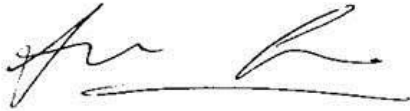
**Please bring this invitation letter with you on the evening you attend so we can ensure you are directed to the correct member of staff.**

If you need to make us aware of any specialist access or other requirements, please email [studentservices@bhasvic.ac.uk](mailto:studentservices@bhasvic.ac.uk) or call 01273 552200 ext. 4867.

Please also be aware that we are unable to offer parking on site unless you have special access needs and we ask you to use an alternative parking or transport option. BHASVIC is located within a 10 minutes' walk from Brighton Station and is within 5 minutes' walk of the many bus routes which stop in the Seven Dials area. If you do choose to travel by car, there is on-street pay and display car parking in the surrounding residential streets.

Finally, please see the attached letter regarding your ParentAdvantage account.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Alison Cousens', with a horizontal line underneath.

Alison Cousens  
Assistant Principal (Direct of Student Services)