

October 2011

Dear Parent/Carer

We are delighted that (student name) recently joined the College and hope that this will be the start of a successful and enjoyable period in his/her education.

Communication with parents is an essential part of the support process for students and it is important that you are familiar with key information about the College as it relates to (student name)'s experience. I enclose an information leaflet which provides key dates in the year and details of College procedures. You may also wish to click onto the 'Parents' button on the College website, www.qeliz.ac.uk to download copies of correspondence which are sent home.

Also enclosed are two booklets: 'QE Expects' and 'QE Charter'. These have already been given to (student) and I thought they would also be of interest to you. The first booklet gives a clear indication of how students should respond if they are to enjoy the College experience and achieve success here; the second is a summary of what students can reasonably expect from the College in return.

You will notice that the first year parents' consultation meetings for students are planned for 6th and 7th December 2011 when you will have the opportunity to meet subject teachers. In the meanwhile, if you are concerned about (student)'s experience at the College, please do not hesitate to let us know. The Principal Tutor is the usual College contact for parents and (student)'s Principal Tutor is (PT name). We pride ourselves on the quality of support for students and the involvement of parents is an essential part of this process.

I do hope that (student) has an excellent experience at QE and that she achieves results which reflect his/her potential. We very much welcome your involvement in this process.

Yours faithfully



Tim Fisher
Principal