



# Bishop Wordsworth's School

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Head Master: Dr S D Smallwood BSc (Hons) PhD NPQH

20 September 2018

Dear Parent/Guardian,

I would like to introduce myself as your son's tutor for the coming year. The first week has been busy for all of us, but we are now settling into the routines of the new school year.

We will have tutor time twice a week in the morning and a timetabled tutor period during the week. This gives time to monitor pupil welfare as well as academic progress. During the rest of the week, we follow a pattern of school and year group assemblies, which are outlined below, so I will have a chance to touch base with the tutor group every morning. Beyond this, the boys know that they are always welcome to come and see me if there is anything I can help them with. Having two children myself, in Years 8 and 10, I will be delighted to lend an understanding pastoral ear whenever needed.

## Tutor Time Routine

Monday: Chapel

Tuesday: Whole-school assembly

Wednesday: Tutor time in the classroom

Thursday: Tutor time in the classroom

Friday: Lower School Assembly

I am very grateful for your support in monitoring and signing the homework diaries which I will check on a **Wednesday** morning in class tutor time. I will also be teaching your son German this year and look forward to working with him in an academic capacity, as well as pastorally.

It would be lovely to meet you at some point during the year and hope you will be able to make the Year 8 tutor tea after school on 16<sup>th</sup> October. In the meantime, I very much look forward to working with your son.

Please feel free to communicate with me via the homework diary if the need arises or to email me: [lcd@bws.wilts.sch.uk](mailto:lcd@bws.wilts.sch.uk).

Yours sincerely,

*Mrs Louise Drummond*  
8M Tutor Teacher of *German and French*