



24th May 2019

Dear Parent/Carer

I am writing to inform you of the new Form and Head of Year arrangements that are being put in place over the next couple of terms. These changes will enable us to improve our present systems and respond to the continued growth of the college.

We are going to move to a system of single year form groups who will stay with a Tutor and Head of Year for the full five years of their time in the college. This will enable the Tutors to get to know and understand each of their Tutees and be a stable first point of contact for both the children and their parent/carers.

In order to allow students to get used to their new tutor groups for September they will spend the last few weeks of term in these groups. Groupings will therefore be confirmed during the next few weeks.

In addition, we have expanded our Head of Year team, from three to five, with each Head of Year being responsible for a single year group as follows:

Year 7 starting in September	Mr Thomson
Year 7 (Year 8 in September)	Mrs Coghlan
Year 8 (Year 9 in September)	Mr Reynolds
Year 9 (Year 10 in September)	Mrs Nicholls
Year 10 (Year 11 in September)	Mr Barlow

If you would like any additional information regarding these new arrangements, please feel free to contact me at the college or on jbarnes@melbournvc.org.

Yours sincerely

Mr J Barnes
Assistant Principal

