

18th September 2024

Dear Parents/Guardians

I would like to take this opportunity to introduce myself as the form tutor for your son/daughter's tutor group C66. In addition to being their form tutor I am also the Head of Computer Science, Online Safety Lead and Equality, Diversity Lead at Ruislip High.

I have been a sixth form tutor for the past nine years, a role which I enjoy immensely. Prior to my teaching responsibilities, I had careers in IT and customer services with prominent global IT companies, so preparing our tutees for life beyond Year 13 and Ruislip High School is something I feel passionately about and want to provide them with the best support and encouragement they need to take one step closer to their wider goals.

I am looking forward to working with the students throughout the coming year and supporting them in their growth and development as curious, creative and independent learners. During my time from the previous year as form tutor for C66, I have already noticed the warmth and friendliness of the tutor group, along with a positive, can-do attitude and a desire to achieve.

As the students adjust to sixth form life and responsibilities, I will be keeping a close eye on them, with additional pastoral support always available, or sanctions, in order to maintain their progress and achievement. I am also here to support the students and expect that the inevitable hiccup may provide some additional challenges along the way. Nevertheless, I am here to support you and your son/daughter throughout their sixth form life.

Please do not hesitate to contact me via the school office if you have any queries or wish to discuss any issues throughout the Key Stage 5 years. I look forward to working with you.

Yours sincerely



Mrs Sutapa Poddar
Head of Computer Science & EDI lead
Sixth Form Tutor (C66)