

4th November 2019

Dear Parents/Carers

YEAR 12 PARENTS' EVENING

We are holding one Parents' Evening and an overspill evening for Year 12 students and you are invited to come into school to discuss your son/daughter's progress. The first evening is on **Thursday 28th November 2019** and the second, an overspill evening, is on **Friday 29th November 2019**. The first evening will run from 5.00pm to 8.30pm and the second from 4.00pm to 5.30pm.

Staff will arrange appointments for Thursday evening. A number of staff teach large numbers of Year 12 students. These teachers may have a need to arrange appointments on both Thursday and Friday.

There are a number of steps that need to be taken **before** the Parents' Evening, and we would very much appreciate your full co-operation.

Firstly you are asked to nominate your son/daughter's teachers whom you most want to meet. Please write the names of your nominated teachers on the back of the appointment form. Each appointment lasts for 5 minutes.

A 5-minute gap is left between each appointment to enable you to get to your next appointment on time.

If you wish to make a 5 minute appointment to see me as a senior member of staff, please add my name to the list. Your son/daughter should then show this to me, prior to the Parents' Evening to receive an appointment time.

Secondly your son/daughter will be given an appointment sheet and has been told that he/she must take this to the appropriate teacher over the next school week. It is VITAL that your son/daughter does this quickly or you may not have an appointment with the teachers you wish to meet.

If there is a slight problem with timings the teacher will suggest an alternative.

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On **Thursday 28th November 2019**, staff will be in the Assembly Hall and Refectory. The exact locations of individual members of staff will be given on the night. We welcome your son/daughter to the Parents' Evening to take part in the discussion and to act as your guide for the night. For **Friday 29th November 2019**, staff will be in the Assembly Hall only.

Queues will occur if interviews last for more than 5 minutes – the staff may have no breathing space between appointments so please be understanding when they close the conversation. If it is necessary to have a longer discussion, staff will arrange a separate appointment to avoid delaying other parents.

It is absolutely vital you bring your son/daughter's appointment sheet which contains your appointment times.

If you have a disability or impairment, for which special arrangements need to be made, please contact me as soon as possible.

When you arrive at school, please go the Parents Evening Reception, between the Hall and the Refectory.

Thank you to all of you who have downloaded our new parent app MyEd, if you have not done so already please follow web link: <http://goo.gl/ynk1F7>.

Finally, we would appreciate you taking the time to fill out our parent feedback survey prior to the Parents Evening. This has been sent to you via My Ed or email.

Please do not hesitate to contact the school if you have any further queries.

Yours faithfully

A handwritten signature in black ink, appearing to be 'S El Sayed', enclosed within a circular scribble.

Mr S El Sayed
Deputy Head Teacher