

## Year 11 Parents' Consultation Evening 16<sup>th</sup> January 2020

**A half student: 3.15p.m. to 5.15p.m. B half students: 5.45p.m.-7.45p.m. Teachers are not available during the 30-minute break between the B and A half meetings.**

Dear Parent/Carer

**IMPORTANT: The Year 11 parents' evening: 16<sup>th</sup> January 2020.**

I am writing to invite you to the Year 11 Parents' Consultation Evening on Thursday 16<sup>th</sup> January from 3.15p.m. – 5.15p.m. for students in the A half of the year, and 5.45p.m.-7.45p.m. for students in the B half of the year. Teachers are not available during the 30-minute break between the B and A half meetings.

Following feedback from parents, we have extended the timings of the Parent Consultation Evening by 30 minutes for each half of the year group. This should enable parents to see more subject teachers.

**IMPORTANT: Lessons will finish at 12.25p.m. (end of period 3), followed by tutor time. Students will be dismissed at 12.35p.m.**

Students may remain at school for lunch should they chose to. Once students have left the school site, they must go directly home. Senior staff will be in Greenford to ensure this is adhered to. Failure to go directly home will result in a Saturday detention.

The Parents' Evening is an opportunity for you to meet and speak to each of your child's subject teachers and review their academic progress. Each member of staff who teaches your child will be available for a **five-minute** appointment to discuss his/her progress.

I would request that appointments are made at the following times:

**If your child is in the 'A' Half of the Year: 3.15p.m.–5.15p.m.**

*(Tutor groups: Champion 1 & 2; Fisher 1 & 2; More 1 & 2)*

**If your child is in the 'B' Half of the Year: 5.45p.m. – 7.45pm.**

*(Tutor groups: Clitherow 1 & 2; Southwell 1 & 2; Ward 1 & 2)*

Parents will meet Teachers in the **classrooms and activity studios located within the Jerusalem building. There will be no access to other buildings.** You should report to the school's main reception on arrival where Sixth Form students will be able to assist you and give you a map of the teachers' locations. If you arrive before the start of the session, you are welcome to wait in the cafeteria.

We have inserted a 30 minute break between the end of the first session and the start of the second session. By dividing the evening in this way, we hope to clear the backlog of parents waiting to see staff during the first half of the evening. This should provide families attending the second half of the evening with a less congested and more comfortable experience. The school will endeavour to accommodate families who cannot make the above times, however to aid your enjoyment of the evening, I hope that you will make every effort to meet the allocated times above.

Your son/daughter will book the appointments in advance. Therefore, please let your child know the time you will arrive so that the appointments can be made. **Please remember, if you will be attending without your son/daughter, it is important that you bring a list of their Teachers with you.**

**Please note, there is no parking available on site.**

I look forward to seeing you on Thursday 16<sup>th</sup> January 2020.

Yours faithfully

*Miss Coughlan - Head of Year 11*