

5th January 2017

Dear Parent(s) / Carer(s)

Year 11 Parents' Consultation Evening – Thursday 12th January 2017

The Parents' Consultation Evening for Year 11 students will take place on Thursday 12th January, during which time you will have the opportunity to come into the Academy to discuss your son / daughter's progress. **As this will be the final Parents Consultation Evening prior to students' GCSE exams, it is essential that parent(s) / carer(s) attend.** This will also be a good opportunity to discuss your child's mock results, which students will also receive on Wednesday 11th January. You will be able to make short appointment slots with the staff that teach your child, about progress in subject areas with particular reference to the progress checks that will have been issued. If you would like to see your child's Head of Year please make an appointment through your son / daughter (although this is not expected).

Attached to this letter your son / daughter should complete the appointment sheet with the name of the subject teacher alongside each entry. This should be returned to you so that you are able to attend the meeting with a full appointment list for the staff who teach him / her. Please ensure that your child writes the appointment times and relevant teachers in their planner.

The meetings will work on an appointment system and your son / daughter should arrange mutually agreeable times with the staff concerned. Appointments should be made every 10 minutes to give you time for a five minute appointment and then time to get to the next member of staff. As you may recall, large numbers of parents / carers attend these evenings and it is important for all concerned that subject interviews are kept brief, **five minutes maximum. If there are issues that require further discussion, a separate appointment for a later date should be made.**

Year 11 students are expected to attend with their parent(s) / carer(s) **in full Academy uniform.**

The evening will begin at 4.00 pm. No interview should begin after 7.20pm.

Yours sincerely



Mr R Daverat
Head of Year 11

YEAR 11 PARENTS' CONSULTATION EVENING

Thursday 12th January 2017

Students need to make appointments to see their subject teachers. This will be done during lessons. You **MUST** make appointments **EVERY** 10 minutes (five minutes for the appointment and five minutes in-between to get to the next teacher). Appointments will be a maximum of five minutes long.

Subject	Teacher's name	Appointment time
English		(5 minutes)
Mathematics		(5 minutes)
Biology		(5 minutes)
Chemistry		(5 minutes)
Physics		(5 minutes)
Personal Development		(5 minutes)
RE		(5 minutes)
Core PE		(5 minutes)
Option 1		(5 minutes)
Option 2		(5 minutes)
Option 3		(5 minutes)
Option 4		(5 minutes)