

Yr9 Par Eve/ks3/jc
16 January 2018

Dear Parent/Carer

Year 9 Parent Consultation Evening – Wednesday, 24 January 2018

We would like to invite you and your son/daughter to attend the Year 9 Parents' Consultations on Wednesday 24 January 2018, when you will have the opportunity of talking with teachers. Your child has already begun to prepare for consultation meetings by reviewing his/her work, progress made and targets for further progression over the next few months. Comments and reflections for each subject are currently being recorded in log books which will be brought home to share with you. The expectation is that as a result of this process your child will be ready to contribute to the discussion at your meetings sharing their views about what's going well, and what steps are required to secure further progress. Please remind your child to bring their log book for the final review with tutors, and to bring it to all your appointments on Wednesday, 24 January.

The procedure for Parents' Evening is as follows:

- You can make appointments using our on-line booking system** from 9.00 am Wednesday 17 January (please see attached for instructions). If you are unable to access or use the online system, please ask your son/daughter to contact a member of the KS3 support staff with the names of the teachers you would like to see or phone them on 01480 353535. **Please ensure you only book one appointment per subject, per student.**
- As you will appreciate, some members of staff, who teach more than one Year 9 class, will be unable to meet with all of their students' parents. Can we, therefore, advise you to see only those teachers where you have a specific concern or query. If you know that your son or daughter is getting on well within a subject and you yourself have no concerns, it may be better to use the available time to see other teachers.
- Unfortunately Mr Williams (ICT teacher) will not be present for appointments, however, Mr P Doyle, the head of Department, will be available for general information, or you can email Mr Doyle via enquiries@longsands.cambs.sch.uk
- Mrs Martin-Morales (SENDCO) will be available until 6.00 pm on the evening in room N1.7 (no appointment needed).
- We strongly encourage you to attend the Parents' Consultations with your son/daughter, as it would be beneficial for him/her to be part of the process.**
- Each appointment is timed to last 5 minutes** and we must insist that timings are strictly adhered to. If, as a result of your conversation there are still issues to discuss, it may be appropriate to arrange another appointment at a later date.

If you have any queries concerning these arrangements, please contact your son/daughter's Form Tutor. We look forward to seeing you on 24 January.

Yours sincerely



Miss C Cann
Head of Maple School



Mrs S Postins
Head of Willow School



Miss K Bingham
Head of Aspen School