

Yr7 Par Eve/ks3/jc

30 March 2017

**TO: ALL YEAR 7 PARENTS/CARERS**

Dear Parent/Carer

We would like to invite you and your son/daughter to attend the Year 7 Parents' Consultation on **Wednesday 26<sup>th</sup> April 2017**, when you and your child will have the opportunity to review their progress with teachers. To get the most from these meetings your child is being supported ahead of the meetings in the following ways:

- From Monday 27<sup>th</sup> March: **home learning progress review** all teachers will ask students to use time at home to look back over their books to identify progress made, and areas that could be 'even better if...'. Any support you could offer with this process would be much appreciated.
- Tuesday 18<sup>th</sup>-25<sup>th</sup> April: **dedicated time in lesson to review learning habits** and set personalised **targets** to ensure continued progress in their **Consultation Review booklet**;
- Friday 21<sup>st</sup> April: Consultation review booklet taken home for **discussion with parents/carers ahead of appointments** (the booklet must be returned on Monday 24<sup>th</sup> April)
- Wednesday 26<sup>th</sup> April – consultation meetings: the expectation is that your child will be ready to take an active role in the discussion. Please bring the booklet to the meetings.

The procedure for making appointments is as follows:

- **You can make appointments using our on-line booking system** from 9.00am Tuesday 18 April (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 KS3 on 01480 353535. **Please ensure you only book one appointment per subject, per student.**
- **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.
- As you will appreciate, some members of staff, who teach more than one Year 7 class, will be unable to meet with all of their students' parents. Please email [enquiries@longsands.cambs.sch.uk](mailto:enquiries@longsands.cambs.sch.uk) if you have specific concerns and have been unable to meet with a specific teacher.

- Unfortunately, Mr Dickerson will not be available to attend on the evening. Please email [enquiries@longsands.cambs.sch.uk](mailto:enquiries@longsands.cambs.sch.uk) and direct any questions or concerns for the attention of either Mr Owen for History or Mrs McAllister for Geography.
- Mrs Brodie (SENDCO) will be available to see parents without appointments, however, you are advised to email her direct on [abrodie@longsands.cambs.sch.uk](mailto:abrodie@longsands.cambs.sch.uk) to secure an appointment time.

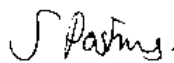
**We strongly encourage you to attend the Parents' Consultation with your son/daughter, and it would be beneficial for him/her to be part of the process.**

If you have any queries concerning these arrangements, please contact your son/daughter's Form Tutor. We look forward to seeing you on 26 April.

Yours sincerely



**Miss C Cann**  
Head of Maple School



**Mrs S Postins**  
Head of Willow School



**Miss K Bingham**  
Head of Aspen School