

Yr8 Par Eve 2017/JC

3 May 2017

TO: ALL YEAR 8 PARENTS/CARERS

Dear Parent/Carer

We would like to invite you and your son/daughter to attend the Year 8 Parents' Consultation on **Wednesday 10 May 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 24 April: **home learning progress review** all teachers have asked 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 2 May to Monday 8 May: **dedicated time in lesson to review learning habits** and set personalised **targets** to ensure continued progress in their **Consultation Review booklet**;
- Friday 5 May: Consultation review booklet taken home for **discussion with parents/carers ahead of appointments** (the booklet must be returned on Monday 8 May)
- Wednesday 10 May: 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 Wednesday 3 May (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 8 class, will be unable to meet with all of their students' parents. Please email enquiries@longsands.cambs.sch.uk if you have specific concerns and have been unable to meet with a specific teacher.

- Unfortunately, Mrs Severn will not be available to attend on the evening. Please email enquiries@longsands.cambs.sch.uk and direct any questions or concerns for the attention of either Mrs Severn or Mrs Swainston, Head of Modern Foreign Languages.
- Mrs Brodie (SEND/CO) will be available to see parents after without appointments after 3.45pm, however, you are advised to email her direct on abrodie@longsands.cambs.sch.uk to secure a time.

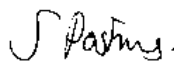
We strongly encourage you to attend the Parents' Consultation with your son/daughter, and it would be beneficial for him/her to be part of the process.

If you have any queries concerning these arrangements, please contact your son/daughter's Form Tutor. We look forward to seeing you on 10 May.

Yours sincerely



Miss C Cann
Head of Maple School



Mrs S Postins
Head of Willow School



Miss K Bingham
Head of Aspen School