

BISHOP



RAMSEY

Church of England School
Headteacher: Mr A J Wilcock MA (Cantab)

13th February 2014

Dear Parent/Carer

Year 7 Subject Consultation Evening - 5.00-8.00pm Thursday 27th February 2014

We are writing to invite you and your son/daughter to the above consultation evening at which your child's progress in school may be discussed with subject staff. We hope that, where possible, you will arrange appointments with the staff who teach your son/daughter. We are using an online system for making appointments, and would ask you to log on to the Parent Portal to do this. Click on 'General' and then 'Parents Evening'. A list of relevant teachers will come up. Click on one, and then you can select from the available appointment times. This system will be available from **Friday 14th February**.

Subject teachers will be located in the Hall or the Hub. Mr Aitken and Mr Lunnon will be available to answer more general queries and will be happy to make appointments with students who wish it. **Please do not make appointments with your son/daughter's Form Tutor or Co-Tutor as they will be busy with their subject appointments.** If you wish to speak to one of them, contact them in the first instance by email/phone and they will arrange a suitable time to talk to you.

The last appointment time is 7.55 pm. Please ensure that you leave enough time between appointments for you to move to the next member of staff.

Appointments will usually be for 5 minutes, unless a longer appointment has been arranged by prior agreement. If, at the end of your consultation, you feel you would like a longer appointment, arrange this with the member of staff at that time. Please do not over-run your time allocation as this causes queues to build up and other parents will miss their appointments as a result. It may be that during the evening you miss an appointment or are unable to see a member of staff within the 3 hours of the evening. In this case you may wish to complete the log book in the Atrium and the relevant member of staff will contact you as soon as possible.

If you have any issues with your appointments, please print them off and send the list into school with your son/daughter so that this can be addressed before the parents' evening starts.



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Access to the site on foot will be via the Sports Hall entrance. If you require disabled access, please inform the office in advance, stating your expected time of arrival, to arrange for the security gates to be opened. Disabled access is via Warrender Way and parking spaces are available directly outside the Hub.

We hope that you find the evening informative. If for any reason you will not be able to attend please let Mr Aitken know by letter or e-mail – baitken.312@lgfmail.org - by **Monday 24th February**.

To assist in our organisation will you please tick the appropriate form list when you arrive.

Yours faithfully



Mr A Lunnon
Assistant Headteacher



Mr B Aitken
Year 7 Director