

B I S H O P



R A M S E Y

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

13th March 2014

Dear Parent/Carer

Year 12 Subject Consultation Evening - 5.00 - 7.00pm on Wednesday 2nd April 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.

Subject teachers will be located in the **Hall or the Hub**. Mr Dawkins and Mrs Holmes will be available to answer more general queries and are happy to make appointments with students who wish it.

As usual an appointment system will operate. These may be made on Parent Portal (from 12.00 midday on Friday 14th March). A single appointment for each subject is usual (where two teachers have the same class they will sit together). The last appointment time is 6.55pm. Please ensure that your son/daughter leaves 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 please arrange this with the member of staff at that time. It may be that during the evening you miss an appointment or are unable to see a member of staff within the 2 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.

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.

You will be able to enter the school via the Hume Way entrance (as opposed to the Warrender Way entrance) accessible via the car park of Highgrove Leisure Centre, through our staff car park. There are usually still spaces available in the Highgrove car park (it is Pay and Display) or in surrounding roads. 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.



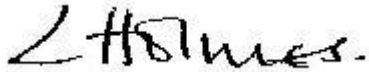
Hume Way • Ruislip • Middlesex HA4 8EE • Telephone: 01895 639227 • Facsimile: 01895 622429

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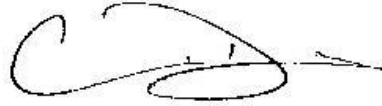
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We hope that you find the evening informative. If for any reason you will not be able to attend please let me know by letter or e-mail – holmes.312@lgfmail.org - by **Friday 28th March**. To assist in our organisation will you please tick the appropriate form list when you arrive. Please take a few minutes to complete the Parental Questionnaire, which will be situated by the form lists.

Yours faithfully

A handwritten signature in black ink that reads "L Holmes". The letter "L" is large and stylized, followed by "Holmes" in a cursive script.

Mrs L Holmes
Head of Sixth Form

A handwritten signature in black ink that reads "C Dawkins". The letter "C" is large and stylized, followed by "Dawkins" in a cursive script.

Mr C Dawkins
Head of Year 12