

B I S H O P



R A M S E Y

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

12th March 2015

Dear Parent/Carer

Year 12 Subject Consultation Evening - 5.00 to 7.00pm on Thursday 26th March

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**.

As usual an appointment system will operate. Appointments may be made on Parent Portal or directly with staff (if you cannot access the Portal). 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 then 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.

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 me know by letter or email (lholmes.312@lqfmail.org) by **Monday 23rd 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

Mrs L Holmes
Head of Sixth Form



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