

Dear Parent/Carer

Year 7 Parents' Consultation – Wednesday 7 February 2018

We would like to invite you to the Year 7 Parents' Consultation, which will be held in **Main School Hall/Dining Hall/Conservatory** on Wednesday 7 February. The session will start at **4.30pm** and **must** end at **7.15pm**. **Miss Willoughby, Head of Year 7, is also a Year 7 teacher but will have a limited number of appointments available for those students she does not teach and whose parents may have specific concerns they wish to raise.**

In order to help us to make sure that the event runs as smoothly as possible we would ask you to bear the following in mind:

- 1 In order to accommodate as many parents as possible, individual interviews with subject or form teachers must be restricted to a **maximum of 5 minutes**. If there are any issues left unresolved in that time, please make an appointment to come into the school on another occasion to continue the discussion.
- 2 Your son should make appointments with his teachers on your behalf. Whilst teachers endeavour to adhere to the appointment times, circumstances frequently prevail to disrupt schedules during the course of the session, so we would ask you to bear with us. If you wish to see all of your son's teachers, we would advise you to make your first appointment no later than 5.30pm.
- 3 Because they may teach more than one class of students in the year group, some teachers may issue a note to say they are perfectly happy with your son's progress and ask you to make an appointment for a personal interview only if you have a particular issue that you wish to discuss with them. Other teachers of large numbers of students may decide not to give appointment times and invite you to queue for an opportunity to speak with them.
- 4 If your son has been allocated a Key Worker in Student Support, they will be available between 4.30pm – 5.30pm. Please ask your son to make an appointment.
- 5 On arrival, please **sign in** and confirm **contact and address details** with staff situated in reception.
- 6 **Please inform us as soon as possible if you are unable to attend appointments upstairs, so that we are able to arrange for your meetings to take place on the ground floor.**

It is normal practice at Carre's for students to attend Parents' Consultations, and **we would stress that all students must attend in their school uniform**. We would like to encourage students to attend what is, for them, an important meeting, thus underlining the importance of taking responsibility for, and ownership of, their education. If all interested parties are present at the meeting then there is less chance of misunderstanding arising from the discussions that take place. All concerned can have their say in how we can go forward in partnership to ensure a successful outcome to the rest of the year and students' future education.

We have an acute shortage of parking spaces at present. Once the front car park is full, we would ask you to use the Sports Hall entrance in Millfield Terrace and park in the area between the dining hall and the science block. Following some complaints from the school's neighbours, could you please avoid parking on access roads or verges.

Yours faithfully



Miss K Willoughby
Head of Year 7