

AC/MG

1st February 2010

Dear Parents/Guardians,

Year 10 Parents' Consultation Meeting: Thursday 4th March 2010, 4.00 pm – 7.00 pm

I would like to take this opportunity of inviting you to discuss with your child's teachers the progress s/he is making and the actions required for them to achieve their potential.

One of the advantages of the new vertical tutor group system is that your child is being regularly mentored by their form tutor and, therefore, making an appointment with their form tutor will take priority over those with subject staff. The form tutor has the overall view of the child and will be able to discuss general issues with you.

The appointment sheet is on page 29 of the pupil diary and we request that you sign the bottom of the page and indicate the time slot chosen on receipt of this letter. Your child will attempt to make an appointment with all of their teachers who will in turn initial the page even if they have no appointments available.

Each appointment will be made for a five minute slot. Form tutors will monitor this system in consultation with the relevant Head of College. Mrs A Clark will be in overall charge of the evening.

The appointment page is not to be removed from the diary; please bring the diary to the meeting.

Please note the following points:

- 1) If, after making appointments you are unable to attend please notify the school and staff will be informed.
- 2) Please ask your child to make staff aware if you wish to see them for more than one student, e.g. twins.
- 3) Note that appointments are for 5 minutes only.
- 4) **Pupils** will need to ensure that they leave **10 minutes** between each appointment that they book so as to allow you to move from one appointment to the next, i.e where possible the appointments should all be 'even' or 'odd' times of the hour.
- 5) Senior staff may request an appointment with you; this will be indicated on the appointment sheet.
- 6) The expectation is that your child attends the evening with you, but both teachers and yourselves have the right to ask the child to withdraw from the discussion if it is felt necessary.
- 7) A plan of where staff can be found will be on display in the foyer.
- 8) Please sign in and out on the lists in the foyer, where you will be issued with your child's interim report.
- 9) As this is a formal occasion pupils must be in full school uniform to reinforce the business like atmosphere.

Yours sincerely,

G Mayoh
Head Master