



St. Joseph's Roman Catholic High School

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Headteacher: Mr R. Woods | **Deputy Headteachers:** Mr M. Graham, Mrs J Morgan | **Chair of Governors:** Mrs P. Jones

Registered Charity Number: 1075795 | **Facebook/Twitter:** StJosephsRCHS

1st November 2016

Re: Year 7 Parents' Evening – Tuesday 15th November 2016

Dear Parent/Carer,

The Year 7 Parents' Evening is being organised using an appointment system, an appointment sheet is attached to this letter. You must inform your child of the approximate times that you would like him/her to try to book your appointments; your child will then book appointments with staff during lesson time. It is very important that you do this as soon as possible since teachers will book appointments on a first come first served basis. Obviously there is no guarantee that your appointments will fall at the exact time that you would prefer but teachers will try to accommodate your requirements.

Appointments are arranged in five minute slots between 4.30pm and 7.00pm. Since several teachers teach more than one class they may have to book more than one pupil into one appointment time. It is therefore essential that you are prepared to end the interview at the teacher's request. Any concerns that cannot be dealt with in the allotted time will require a further appointment being made by you with me in school.

It is essential that you keep to your appointment times otherwise the whole system will fail to work. Your child should try to leave a five minute interval between each of your appointments to give time to move from one teacher to another. If your child does not manage to book appointments with all his/her subject teachers then it may be possible for you to see them between other appointments that they have booked.

This appointment system has been used in other years and has proved advantageous to both parents and staff. It is used in many other schools and is very successful if times are adhered to by both teachers and parents. Its aim is to cut down on parents having to queue for teachers for long periods of time and to ensure that the Parents' Evening finishes at 7.00 p.m. A seating plan will be available for you on the evening.

Please return the slip below to your child's form tutor before Tuesday 8th November.

If there are any issues which you feel need to be dealt with in a longer interview do not hesitate to phone school and make an appointment to see me.

Yours sincerely

Mrs H Horridge
Year 7 Manager of Learning

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I ***am able/am not able** to attend the Year 7 Parents' Evening on Tuesday 15th November 2016.

Name _____ Form _____

Signed _____ Date _____

*** Please delete as appropriate**

