



# Joseph's Roman Catholic High School

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**Headteacher:** Mr T McCabe | **Deputy Headteachers:** Mr M Graham, Mrs J Morgan | **Chair of Governors:** Mrs P Jones  
**Registered Charity Number:** 1075795 | **Facebook/Twitter:** StJosephsRCHS

Dear Parent/Carer

I am writing to invite you to the Year 9 Parents' Evening in the School hall on:

**Thursday 15 February 2018 from 4.30pm-7.00pm**

In the past, it has proved very difficult to avoid queues and congestion during Parents' Evening, so we are using a new system, based on parental feedback.

- There will be no appointment slots as in previous years for pupils/teachers. All teachers will be seated in the hall. If more seating capacity is needed, parents will be informed upon arrival.
- Parents will be able to speak with a teacher for a 3 minute slot.
- We appreciate that 3 minutes may not be enough time needed to discuss your son/daughter's progress. Therefore, all parents/carers will be issued with a form on arrival to fill out should they wish to discuss further the progress of their son/daughter with the class teacher/ Head of Department.
- Teachers will be seated in the hall in alphabetical order to make it easier for parents to navigate.
- You will receive a list of your child's teachers when you arrive.
- Mrs Hawkrigg- SENCo- will be available to see privately just outside of the main hall.

It is extremely important to attend in order for students, staff and parents to discuss progress and next steps in their learning. Pupils are expected to attend the evening, in full school uniform, with their parents/carers as we feel it is important for your child's progress. If you are unable to attend the evening, could you please telephone the school to arrange a mutually convenient time for us to discuss any issues or concerns.

If any parents/carers have any mobility/access concerns, please contact either myself or Mr Houghton, Year 9 Student Support Manager, so we can make appropriate arrangements.

Also, another date for your diaries is Thursday 1 March: 6.30-7.30pm 2018, for the Year 9 Pathways Meeting. This will be an information evening, to introduce the Year 9 Options Process.

Finally, could I ask parents and carers to be aware that I teach three Year 9 History classes and so I will be busy giving feedback on pupil progress and achievement, for almost ninety pupils, during Parents' Evening. If you have a pastoral issue to discuss with me, I would be grateful if you could please contact school to organise to come in to see me at another time.

Yours sincerely

*Miss J Dougan*

Miss J Dougan  
Head of Year 9

