

27. PARENTS CONSULTATION EVENINGS

Parents and carers are given the opportunity to discuss their son's or daughter's progress with his/her teachers at one Parents' Consultation Evening per year. The dates for each academic year are published on the school calendar in September. A letter outlining the specific date and times for each evening will be emailed out approximately two weeks in advance of the date, and a reminder issued approximately a week in advance. Students are usually present during these meetings.

Parents/carers unable to attend a Consultation Evening should contact the appropriate Year Leader to discuss alternative arrangements where individual meetings/emails with certain staff, if required, may be arranged.

Online Bookings

We use an online appointments booking system for Consultation Evenings. The system initially restricts bookings to a maximum of six appointments however, there will be an opportunity nearer to the event date to make further appointments. A letter with full instructions will be emailed to parents/carers 2 weeks prior to the event.

To make appointments:

- Log onto <http://www.schoolinterviews.co.uk>
- Following the instructions given in the letter.
- As soon as you have made the bookings, you will be automatically emailed a list of the appointments that you can print out.

Key booking deadlines:

- **2 weeks** before the event, the online facility will be opened for parents/carers to book 6 appointments, on a first come, first served basis.
- **1 week** before the event, additional appointments will be added to the online facility to enable parents/carers to book more than 6 appointments. Parents will be emailed and told that facility has been opened.
- **9am on the day of the event**, all bookings will be closed.

Should you need any assistance with making your bookings, please call reception on 01296 424781 between 09.00-11.00 and 14.30-15.30.

The dates for the **2017/18** Consultation Evenings are:

Year 7	tbc
Year 8	tbc
Year 9	tbc
Year 10	tbc
Year 11	tbc
Year 12	tbc
Year 13	tbc

Please note the above information will be updated each September for the academic year ahead and full details can be found on the school website (Parents | Parents Evenings) at that time.

New Year 7 & Year 8 Students

In addition, parents/carers of Year 7 and new Year 8 students will be invited to school to meet their child's Form Tutor during the first term so that any initial concerns can be discussed.

A letter outlining the specific date and time for the evening will be emailed out several weeks in advance of the date, and a reminder issued approximately a week in advance.

The scheduled date for this in **2017/18** is:

Year 7 & new Year 8 only	tbc
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Sixth Form Students

In the first half of the Autumn term, students receive their ALIS (A-level information system) predictions for each subject studied. This forms a baseline to compare school predictions and performance in examinations. Effort codes and predictions are given at half-term and at Christmas by subject teachers. Additionally, sixth form students have school examinations during November. If at any point we have concerns about a student's performance then parents/carers will be contacted directly to discuss these concerns.

All Years

You are very welcome to contact the school at any time, should you have any concerns. Please email, write to or telephone the school and ask to make an appointment with your child's Form Tutor, Year Leader or subject teacher. Similarly, we will contact you should there be any significant problems during the year.