

December 2019

Dear Parent/Carer

I am writing to remind you that there is a Year 11 Parents' Evening on **Thursday 16th January 2020**.

The meeting will take place in the School Hall, Maths and MFL corridor between 4pm and 7pm. Your son/daughter will have an appointment form on which **five-minute** appointments can be made with those teachers whom you wish to meet. Should you wish to have a longer discussion with a member of staff, please contact them individually to arrange a mutually convenient time.

When your son/daughter makes appointments with their teachers, it is sensible to try and leave a 5 minute gap at least between appointments to allow you some movement time. Additionally, as English, Maths and Science are allocated in the School Hall, they should try to book these appointments together to cut down the number of times that you have to move between Maths, MFL and the Hall.

To ensure that the evening is meaningful for both you and your child, I would encourage you to bring recent monitoring reports and your son/daughter so that they may be included in the discussions.

If you are unable to attend but wish to speak with staff, please contact the school at any time.

Please return the completed reply slip to your child's tutor by **Wednesday 8th January 2020**.

Yours Faithfully,

Mr C Tamlyn

Deputy Headteacher

To: The Park Community School

Student's name: _____ Tutor: _____

I will/will not* be attending the Parents' Evening on **Thursday 16th January 2020**.

Signed: _____ (parent/carer) Date: _____

*** Please delete as necessary.**

YEAR 11 PARENTS' EVENING PUPIL APPOINTMENT FORM (4pm-7pm- 16th January 2020)

Appointments between the following times please _____ to _____

(The above to be filled in by Parent / Guardian)

Name _____

Tutor _____

Please note:

1. In the spaces provided below please make appointments with those members of staff your parents wish to see. If you encounter difficulties, please consult your tutor.
2. Each appointment will be for 5 minutes, but make appointments at 10 minute intervals in order to allow your parents time to locate the next member of staff.
3. Ensure that your form is signed by each member of staff with whom an appointment is made and that the time of the interview is entered on your sheet. The teacher concerned will also make a personal note of the interview time; do try to check that this is done.
4. Give your completed appointment form to your parents to bring with them on **Thursday 16th January.**

SUBJECT		APPOINTMENT TIME	TEACHER'S NAME (printed)	TEACHER'S INITIALS
ENGLISH LANGUAGE				
ENGLISH LITERATURE				
HUMANITIES	Geography			
	History			
	R.E			
	Sociology			
LANGUAGES	French			
	Spanish			
MATHEMATICS				
STATISTICS				
SCIENCE	Science (Combined)			
	Biology			
	Chemistry			
	Physics			
TECHNOLOGY	Food & Nutrition			
	Design & Technology			
IT				
COMPUTING				
CHILD DEVELOPMENT				
EX. ARTS	Art			
	Photography			
	Drama			
	Music			
GCSE PE				
PHYSICAL EDUCATION (CORE)				
DANCE				
CONSTRUCTION				
SASC				