

December 2018

Dear Parent/Carer

I am writing to remind you that there is a Year 10 Parents' Evening on **Wednesday 9th January 2019**.

With the School Hall currently closed the evening will take place in History, Maths, MFL and the LRC 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.

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 12th December 2018**.

Yours Sincerely

Mr C Tamlyn

Deputy Headteacher

To: The Park Community School

Student's name: _____ Tutor: _____

I will/will not* be attending the Parents' Evening on **Wednesday 9th January 2019**.

Signed: _____ (parent/carer) Date: _____

*** Please delete as necessary.**

YEAR 10 PARENTS' EVENING PUPIL APPOINTMENT FORM

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 **Wednesday 9th January 2019**.

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