



THE PARK COMMUNITY SCHOOL

The Park Community School,
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Headteacher: Gareth Roscoe BA (Hons)

October 2018

Dear Parent/Carer

I am writing to remind you that there is a Year 11 Parents' Evening on **Thursday 15th November**.

The meeting will take place in the School Hall and Canteen 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 always allocated in the Canteen, they should try to book these appointments together to cut down the number of times that you have to move between the Canteen 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 **Monday 5th November**.

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 **Thursday 15th November**.

Signed: _____ (parent/carer) Date: _____

*** Please delete as necessary.**

YEAR 11 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 **Thursday 15th November**.

SUBJECT		APPOINTMENT TIME	TEACHER'S NAME (printed)	TEACHER'S INITIALS
ENGLISH (Canteen)				
HUMANITIES (School Hall)	Geography			
	History			
	R.E			
	Sociology			
LANGUAGES (School Hall)	French			
	Spanish			
MATHEMATICS (Canteen)				
SCIENCE (Canteen)	Science Single/Double			
	Biology			
	Chemistry			
	Physics			
TECHNOLOGY (School Hall)	Food & Nutrition			
	Design & Technology			
IT (School Hall)				
COMPUTING (School Hall)				
CHILD DEVELOPMENT (School Hall)				
EX. ARTS (School Hall)	Art/ Photography			
	Drama			
	Music			
GCSE PE (School Hall)				
PHYSICAL EDUCATION (CORE) (School Hall)				
TRAVEL & TOURISM (School Hall)				
CONSTRUCTION (School Hall)				
BTEC (School Hall)				
SASC (School Hall)				