

Tuesday, 04 June 2024

Ref: Parent's Evening Information

Dear Parents and guardians,

We understand how important it is for you to have the opportunity to speak directly to staff about the progress of your child. We are writing to you today to outline the arrangements for the upcoming parents' evening.

Year group/staff: **Year 7 L4L Form tutors**
Date: **Thursday 13th June 2024**
Time: **1600 - 1900**

This letter should provide you with all the information you need to prepare for the evening. However, it is very important that you work through these instructions in good time for the evening, this will allow us plenty of time to support you with any questions that you may have.

The purpose of the meeting is to get up to date feedback on your child's progress in their subjects and to raise any concerns or queries you may have regarding the curriculum and the progress they are making. Please note that appointments are arranged at 5-minute intervals to enable all parents to meet with their child's teachers.

Booking Appointments

Parents will need to make appointments through the Edulink app or website. In order for the evening to run as smoothly as possible we would encourage you to leave a 5-minute gap between each meeting booking.

Meeting Etiquette

We want every parent to have the same opportunity to discuss their child's progress and staff have been instructed to keep strictly to the meeting time limits. Teachers will be happy to arrange another opportunity to continue the conversation if required.

Meeting Preparation

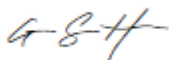
You will need to arrive to school via the foyer entrance, where you will need to sign in, this allows us to keep records of attendance and to share any information with you as required. All teachers will be present in the school canteen for the duration of the evening, you will need to find your child's teacher before your appointment begins, waiting areas will be provided. Whilst we will do all we can to ensure strict adherence to the scheduled appointments, please understand that there are lots of appointments taking place and we may require your patience.

How can you prepare for the evening?

Ensure you book appointments with your child's teachers prior to the evening and review your child's data on Edulink, to plan any questions you may want to ask on the evening.

We look forward to seeing you on the evening.

Yours sincerely,



Mr. G. Shahzad
Senior Leader
Shireland Biomedical UTC