

January 2018

Dear Parent/Carer

We write to invite you to the Year 13 Parents' Consultation Evening being held on Wednesday 7 February 2018 from 5.00 – 7.30 pm. This evening is for Year 14 students also. These meetings with subject staff will offer an opportunity to reflect on the recent trial examinations and the assessment reports that will be issued on Wednesday 31 January.

The Parents' Evening will take place in the New Build. The procedure for the Parents' Consultation Evening is as follows:

1. You can make appointments using our online booking system which can be found under 'Useful Links' on our snsfc.org.uk website. If you are unable to access or use the online system, please ask your son/daughter to contact Mrs Emanuel with the names of the teachers you would like to see. Alternatively, you can contact Mrs Emanuel yourself on the above telephone number. Please ensure you book only one appointment per subject, per student.
2. Both subject teachers will conduct the interview. However, some interviews may be conducted by one teacher in order to accommodate as many students in a group as possible. These arrangements will be clear when you book online.
3. Each appointment is timed to last 5 or 10 minutes and we insist that timings are strictly adhered to. If, as a result of your conversation there are still issues to discuss, it may be appropriate to arrange another appointment at a later date.
4. Bookings for this Parents' Evening will be open from Monday 29 January.

In the lessons leading up to the Parents' Consultation Evening students will be given guidance about how to best prepare for the meeting in order to make the most of the opportunity.

If you have any queries concerning these arrangements, please contact your son/daughter's Form Tutor. If for any reason you cannot attend, please do not hesitate to contact us and we will see if we can arrange for you to see some staff or failing that, one of the KS5 team, at another time. We all feel that contact between parents and teachers is essential at this stage. Where parents are not able to attend an appointment, would expect the student to still attend in order to receive feedback on their progress.

We look forward to seeing you on Wednesday 7 February.

Yours sincerely



Mr J Elliott
Head of Year 13



Mrs N Andrews
Head of 16 – 19