



Queen Mary's Grammar School

Headmaster: T J Swain, M A

6th November 2017

To the Parents of Pupils in Year 8

Dear Parent/Guardian

I am writing to you in order to give you notice of the Year 8 parents' evening to be held at the school on Thursday 23rd November between 4.30 pm and 7.00pm. It will take the form of a series of five minute interviews with individual teaching staff, and with the Form Tutor and Head of Year where requested. Due to the Year 11 mock exams taking place in the school hall, the appointments will take place in the dining room and classrooms close to the hall (a map will be made available).

The meetings will be arranged in advance between the students and staff. Your son will compile the timetable for appointments, which is to be found in his homework diary. As I have also outlined to the teaching staff, it is important to keep to the schedule and to the five minute slots.

Mr Fadden, along with his team of tutors, will be overseeing this appointment system to maintain equity and fairness. Those students in greatest need (due to progress or learning issues) will be seen by the greatest number of staff, but all students should have a minimum of five appointments. Due to the fact that some staff teach more than one group (and also may have pastoral responsibilities), it will not be possible to see all teachers. If, then, you do not get a interview, it probably means that your son is doing well in that particular subject.

It will be possible to make appointments with your son's Form Tutor or Head of Year, Mr Fadden, so that you can get an overview of pastoral matters and talk about how your son is doing in general. I will be available in my office throughout the evening (without appointment) to discuss any matters that you may wish to raise.

Please complete and return the reply slip via your son's Form Tutor, by Monday 20th November.

During the interval Mr Fadden and I would like to say a few words and it would be appreciated if you could be present between 5.45 pm and 6pm. I shall also be available during the evening to discuss non-academic matters, such as family problems.

Please may I draw your attention to the need for responsible parking so that access for the Emergency Services is available at all times. It will be necessary to park in the bays along Sutton Rd rather than try to gain access to the site.

Yours sincerely

Richard Langton
Head of school

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Year 8 Parents' Evening

Thursday 23rd November 2017

Name of Pupil Form

I/We shall/shall not be able to attend the Parents' Evening on Thursday 23rd November 2017

Signed

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