



## Queen Mary's Grammar School

Headmaster: R.J Langton

### Parents' Evening for Pupils of Year 7 – Online Appointment Booking

February 2018

Dear Parents

We are holding a Parents' Evening for parents of our Year 7 boys on Thursday 8th March between 4.30 and 7.15pm. We hope that as many of you as possible will be able to attend, along with your son.

The main purpose of this meeting is for you to have the opportunity to discuss your son's progress with those who teach him. That means that there may be a lot of different teachers whom you want to meet. In order to allow this, we have divided the time available into 5 minute interview slots. All teachers will be in the Hall and Dining Area to make it possible to move between slots and keep to a tight schedule.

The School has decided to trial a new online appointment booking system for this Year 7 parents' evening which will allow parents to choose their own appointment times with teachers. You will receive an email confirming your appointments. We are confident this will be an improvement to the previous system and welcome any feedback to Mrs Youngman or Mr Lax at the School.

Appointments can be made from Monday 26<sup>th</sup> Feb (6.00 p.m.) until Monday 5<sup>th</sup> March (8.00 a.m.). Should you wish to make any changes after this date please contact the school. Please visit <https://queenmarysgrammar.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter.) You will only need your son's first name, his surname and date of birth in order to access the online system. If you do not have access to the internet, please contact the school who will be happy to add appointments on your behalf.

We have set it up so that there will be 5 minute gaps between each of your appointment times throughout the evening to allow for movement between the appointments. Staff will be strongly encouraged to stick to the 5 minute appointment slots so that we can stick to the timings as closely as possible. Please be aware that some members of staff teach every student in the year group and so making appointments with them may prove difficult. For example, Mr Vause, our Director of Music, teaches all 150 boys in Year 7.

Your son's Form Tutor and Head of Year, Mrs Youngman, will be available for "Drop-In" conversations throughout the evening without any need to make an appointment but Mr Diskin, Mr Gibbons and Mr Francis' subject area appointments will take priority. I will be available in my office throughout the evening (without appointment) to discuss any matters that you may wish to raise. The Deputy Head, Mr Lax, will also be available on the evening.

Please may I draw your attention to the need for responsible parking so that access for the Emergency Services is available at all times. There will be no room for parent parking on the school site. Please show consideration for our neighbours when parking on the streets around the school.

We always value the opportunity to engage in detailed dialogue with you about your son's progress and look forward to welcoming you here on Thursday 8<sup>th</sup> March.

Yours sincerely,

Richard Langton  
Headmaster

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