



# Queen Mary's Grammar School

Headmaster: R J Langton, M A

## Parents' Evening for Pupils of Year 8 – Online Appointment Booking

November 2018

Dear Parents

We are holding a Parents' Evening for parents of our Year 8 pupils on Thursday 22<sup>nd</sup> November between 4.15 and 7.00pm. We hope that as many of you as possible will be able to attend, along with your child.

The main purpose of this meeting is for you to have the opportunity to discuss your child'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 Dining Area and surrounding rooms to make it possible to move between slots and keep to a tight schedule. The Hall will not be in use on that evening as the Year 11 mock exams are taking place that week.

You may remember that we trialled an online appointment booking system for the first time with the Year 7 parents' evening last March. We have adopted this system for all parents' evenings since that trial. Parents may choose their own appointment times with teachers and you will receive an email confirming your appointments. In light of previous feedback, we have decided to increase the maximum number of appointments per parent to 7. 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, Mrs Westwood-Cooke, the art teacher, teaches all 150 pupils in Year 8. We have set up the system so that there will be 5 minute gaps between each of your appointment times throughout the evening to allow for movement between those appointments. Staff will be strongly encouraged to stick to the 5 minute appointment slots so that we can keep to the timings as closely as possible.

Appointments can be made from Monday 12<sup>th</sup> November (8.00 p.m.) until Monday 19<sup>th</sup> November (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 child's first name, 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 Reception, who will be happy to add appointments on your behalf.

Your child's Form Tutor and Head of Year, Mr Diskin will be available for "Drop-In" conversations throughout the evening without any need for making appointments. Please be aware that he also teaches a Year 8 maths group and will have made appointments to see them. You may wish to discuss an overview of pastoral matters or to talk about other matters in confidence and I will be available in my office throughout the evening (without appointment) for such conversations. The Deputy Head, Mr Lax, will also be available.

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 child's progress and look forward to welcoming you here on Thursday 22<sup>nd</sup> November.

Yours sincerely,

Richard Langton  
Headmaster