



# Queen Mary's Grammar School

Headmaster: R J Langton, M A

## Parents' Evening for Pupils of Year 10 – Online Appointment Booking

December 2018

Dear Parents

We are holding a Parents' Evening for parents of our Year 10 pupils on Thursday 17th January 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 them. 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 adopted a new online appointment booking system for this Year 10 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 Mr Mackenzie or Mr Lax at the School.

Appointments can be made from Monday 7<sup>th</sup> January 2019 (8.00 p.m.) until Monday 14<sup>th</sup> January (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, their 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 a large number of students in the year group and so making appointments with them may prove difficult.

Your child's Form Tutor and Head of Year, Mr Mackenzie will be available for "Drop-In" conversations throughout the evening without any need for making appointments although priority will be given to their subject appointments. 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 an appointment) for such conversations. Other members of the SLT will be available during 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 child's progress and look forward to welcoming you here on Thursday 17<sup>th</sup> January 2019.

Yours sincerely,

Richard Langton  
Headmaster