

LE/SW

March 2019

Dear Parent or Guardian

S2 PARENTS' EVENING – Wednesday 17 April 2019 from 4.15 pm

We are pleased to invite you to attend the School on the evening of Wednesday 17 April, in order to meet your son or daughter's teachers.

HOW ARE APPOINTMENTS MADE?

This year we are introducing a new online tool so that parents have more control over the appointments they require.

You should visit <https://parents-booking.co.uk/hyndlandsecondary> to open the booking site, enter some details about you and your young person and use the system to make appointments with the teachers you wish to see. We recommend using the "booking wizard" which will work out the best order to see your selected teachers.

This will be available for you to make bookings from 6 pm Wednesday 27 March until noon Tuesday 16 April. A more detailed "how-to-guide" is available on the school website for you to refer to – this can be found under the 'our school section' and 'parents meetings' sub-section.

WHERE DO PARENTS GO?

The meeting will be held in the Lauderdale building, i.e. the one on Lauderdale Gardens. You can enter at the main door. The gates at Clarence Drive will be open to permit parking in the playground.

HOW DO PARENTS START OFF?

You will be met at the door and invited to sign in. If required, directions will be given to your first appointment.

HOW LONG DO PARENTS HAVE WITH EACH TEACHER?

Five minutes. We operate an appointment system which is explained in more detail on the appointment sheet which will be issued separately. Five minutes is not very long, especially if matters of concern arise. However we wish to hold as many interviews as possible in the limited time available. We ask that teachers and parents are as strict as possible in sticking to the timetable.

Should a further interview be required, arrangements for this can be made.

WHERE ARE THE INDIVIDUAL MEETINGS HELD?

Two or three teachers are allocated to each classroom in the Lauderdale building. This is done in order to provide adequate privacy, and at the same time, to keep travelling distances between appointments to a minimum! You are provided with a list of teachers and rooms, and teachers' names are posted outside the appropriate room.

PTO

CAN PARENTS BRING THEIR CHILDREN?

Yes, if the parents so wish. However, in that case, you are asked to ensure that he/she remains under your supervision.

WHAT WILL BE THE MAIN PURPOSE OF THE EVENING?

To allow parents and teachers to discuss progress at this stage in 2nd Year and to inform decisions on subjects to be chosen for S3/S4.

WILL THERE BE AN OPPORTUNITY TO MAKE AN APPOINTMENT WITH YOUR CHILD'S PASTORAL CARE TEACHER?

We would recommend that you make an appointment where possible to see your child's Pastoral Care Teacher. Details of Pastoral Care staff can be found below.

Classes 2L1, 2L2 Mr Squire

Class 2R Mrs Mills

Classes 2K1, 2K2 Mr Byrne / Mrs Ritchie

Class 2T Mr Carstairs

We are very keen to hear from parents with any concerns that they may have about their children's welfare and progress. Do not hesitate to bring such matters to our attention. We will do our best to respond as promptly as possible.

SHOULD YOU TRY TO SEE EVERY TEACHER?

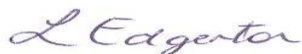
In S2 this may be possible however we are likely to be very busy. In such circumstances, the appointment system may not run exactly to timetable. Experience shows that it is still the most effective way of managing literally hundreds of appointments.

We look forward to seeing you on Wednesday 17 April.

If you have any matters which you wish to clarify before the 17th, please do not hesitate to contact your child's Pastoral Care Teacher in the first instance.

Best wishes.

Yours sincerely



Louise Edgerton
HEAD TEACHER