

MMcN/SW

October 2018

Dear Parent or Guardian

S3 PARENTS' EVENING –Wednesday 31 October 2018 from 4.15 pm

We are pleased to invite you to attend the School on the evening of Wednesday 31 October, in order to meet your young person'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 booking from the evening of Monday 22 October. A more detailed "how-to-guide" is available on the school website for you to refer to.

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/CARERS 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/CARERS 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 3rd Year and what can be done to ensure the best possible results in this session's examinations.

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

This may not be possible on this occasion as Pastoral Care Teachers may be involved in discussing 'subject' matters with parents. However, a Senior Manager will be available in the reception area, and a further meeting with your child's pastoral care teacher can be arranged if required.

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?

We recommend that you do not attempt this. Frankly, there is simply not enough time to permit it, and, in any event, you would be likely to be drained by such an experience. It is probably wiser to consult your daughter/son and make appointments with a limited number of teachers.

It is likely that we will 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.

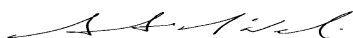
Parents are asked to bear with us, if waiting times extend a little.

We look forward to seeing you on Wednesday 31 October

If you have any matters which you wish to clarify before the 31st October, please do not hesitate to contact your young person's Pastoral Care teacher in the first instance.

Best wishes.

Yours sincerely



M McNeil
HEAD TEACHER