

LE/SW

January 2019

Dear Parent or Guardian

#### **S4 PARENTS' EVENING – THURSDAY 14 FEBRUARY from 4.15 pm**

We are pleased to invite you to attend the School on the evening of Thursday 14 February, in order to meet your son or daughter's teachers.

#### **HOW ARE APPOINTMENTS MADE?**

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 the requested appointments.**

This will be available for you to make booking from Thursday 31 January 6 pm until midday on Wednesday 13 February. 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 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. 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.

#### **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.

P.T.O

**WHAT WILL BE THE MAIN PURPOSE OF THE EVENING?**

To allow parents and teachers to discuss progress at this stage in 4th 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?**

Pastoral Care can offer a holistic view of progress. Please see house teams below.

4K1 Mrs Ritchie

4L1 Mrs Pollock (absent)

4R Mrs Mills

4K2 Mrs Ritchie

4L2 Mrs Pollock (absent)  
(Mr Mochan can cover Parents' Evening  
In Mrs Pollock's absence)

4T Mr Carstairs

Vanessa Kokota is our Skills Development Scotland Representative – Appointments can be made to discuss future plans.

Our Campus police officer Barry Hynds will be available for any questions between 4.15 and 5.15 pm in our school conference room should you wish to consult re safety in the community.

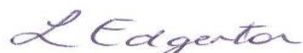
We are very keen to hear from parents with any concerns that they may have about their children's welfare and progress. Do not hesitate to bring such matters to our attention. We will do our best to respond as promptly as possible.

We look forward to seeing you on Thursday 14 February.

If you have any matters which you wish to clarify before the 14th, please do not hesitate to contact your child's Pastoral Care Teacher in the first instance.

Best wishes.

Yours sincerely



L Edgerton  
Head Teacher