

LE/SW

January 2018

Dear Parent or Guardian

**S4 PARENTS' EVENING – THURSDAY 15 FEBRUARY from 4.15 pm**

We are pleased to invite you to attend the School on the evening of Thursday 15 February, in order to meet your son or daughter's teachers.

**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.

**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.

PTO

**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.

We look forward to seeing you on Thursday 15 February.

If you have any matters which you wish to clarify before the 15th, please do not hesitate to contact your child's Pastoral Care Teacher in the first instance.

Best wishes.

Yours sincerely



L Edgerton  
Acting Head Teacher