



Church of England School
 Headteacher: Mr A J Wilcock MA (Cantab)

14th December 2017

Dear Parent/Carer,

Year 11 Subject Consultation Evening, 5.00pm to 8.00pm on Thursday 18th January 2018

This letter is sent to invite you and your son/daughter, to the above consultation evening at which your child's progress in school may be discussed with subject staff. We hope that, where possible, you will arrange appointments with the staff who teach your son/daughter. We are using the online system for making appointments, and would ask you to log on to the Parent Portal to do this. Click on 'General' and then 'Parents Evening'. A list of relevant teachers will come up. Click on one, and then you can select from the available appointment times. This will be available from **Thursday 4th January**.

If you have any issues with your appointments, please print them off and send the list into school with your son/daughter so that this can be addressed before the parents' evening starts.

Subject teachers will be located in the **Hall or the Hub**, and the last appointment time is 7.55pm. Please ensure that you leave enough time between appointments for you to move to the next member of staff. Please do not over-run your time allocation as this causes queues to build up and other parents will miss their appointments as a result. **Please note that your son/daughter's Mock Examination results will be issued to them at this evening.**

Appointments will usually be for 5 minutes, unless a longer appointment has been arranged by prior agreement. If, at the end of your consultation, you feel you would like a longer appointment, arrange this with the member of staff at that time. It may be that during the evening you miss an appointment or are unable to see a member of staff within the 3 hours of the evening. In this case you may wish to complete the log book in the Atrium and the relevant member of staff will contact you as soon as possible. **Please do not make appointments with your son/daughter's form tutor or co-tutor as they will be busy with their subject appointments.**

We would remind you that our main entrance should be used when accessing the school, which is via Hume Way (Highgrove Leisure Centre). Disabled access only is allowed via the Warrender Way gates. Please note, parking within the school grounds is very limited, although pay and display parking is available at the Leisure Centre. Should you require disabled access or have any other special requirements, please inform the school office on 01895 639227, or email office@bishopramseyschool.org in advance.

We hope that you find the evening informative. If for any reason you will not be able to attend please let Mr Forrest know by letter or e-mail at sforrest1.312@lgflmail.org by **Monday 15th January**. To assist in our organisation will you please tick the appropriate form list when you arrive and also when you leave.



Address: Hume Way, Ruislip, Middlesex. HA4 8EE ∞ **Telephone:** 01895 639227 ∞ **Facsimile:** 01895 622429

Email: office@bishopramseyschool.org

∞ **Website:** www.bishopramseyschool.org

May we take this opportunity to remind you that **Application Forms for the Sixth Form at Bishop Ramsey should be returned no later than Friday 19th January**. Every student will also have a 'Post -16 Interview' with a senior member of staff in January or February to discuss their plans. Staff will be available on 18th January if you have questions about progression into the Sixth Form, and Mr Prior, the Careers Advisor, will also be in attendance.

Yours faithfully,



Mr A Lunnon
Acting Deputy Headteacher



Mr S Forrest
Year 11 Director