



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

9th November 2017

Dear Parent/Carer,

Academic Tutoring Day – Thursday 7th December 2017

As in previous years, the school will be closed to students except for their interview. Every student will have a 15 minute interview with their parents/carers and a member of staff. The interviews will take place between 8.30am and 4.45pm. All students from Years 7 to 12 are involved in these interviews. A separate subject consultation evening for Year 13 parents will be held on 14th December.

This year we are using the online system for making appointments, and would ask you to log onto the Parent Portal to do this. Then click on 'General' and then 'Parents Evening'. Your son/daughter has been assigned a member of staff; please select from the available appointment times. **This system will be available from 10.00am Monday 13th November until 24th November.** If you are having difficulty logging onto the Parent Portal, please contact Mrs Jerham on 01895 671041 or email parentportalhelp@bishopramseyschool.org.

The aim is to support the students through their current courses (KS3, KS4, and 'A' level) and to encourage them to be active learners through a coaching based meeting. Sharing data enables parents, students and teachers to work together to maximise progress and motivation.

Towards the end of the interview, targets will be agreed and recorded in the student's Planner/Link Book. These will be revisited in February during form time so that progress can be monitored and strengths and weaknesses identified.

Staff who would normally teach your son/daughter on a Thursday will have set them work to do while they are at home. Senior staff will be available during the day should you need to speak to them.

On the Day

Please arrive with your son/daughter at the School Reception five minutes before your appointment time. Students in Years 7 to 12 should bring their Link Books/Achieving Goals Booklet with them and be in full school uniform. Your son/daughter's data will be available from 1st December on the Parent Portal in Assessment.



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

Email: office@bishopramseyschool.org ∞ **Website:** www.bishopramseyschool.org

Please do not park on the School site.

Access to the site on foot will be via the Hume Way entrance. If you require disabled access, please inform the office in advance, stating your expected time of arrival, to arrange for the security gates to be opened. Disabled access is via Warrender Way and parking spaces are available directly outside the Hub.

I hope you find the interview useful and constructive and of benefit to your son/daughter's future education.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'S Foote', with a long horizontal line extending to the right.

Mr S Foote
Assistant Headteacher