

BISHOP



RAMSEY

Church of England School
Head of School: Mrs N J Adamson MA NPQH

14th February 2019

Dear Parent/Carer,

Year 10 Subject Consultation Evening 5.00pm to 8.00pm, Thursday 28th February 2019

We are writing to invite you and your son/daughter, **who should attend in full school uniform**, 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 system will be available from **Thursday 14th February**.

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

Subject teachers will be located in the **Hall or the Hub**. Mr Wills will be available to answer more general queries and will be happy to make appointments with students who wish it. **Please do not make appointments with your son/daughter's form tutor or co-tutor (they will appear on the list under Learning for Life) as they will be busy with their subject appointments.** If you wish to speak to one of them, contact them in the first instance by email or phone and they will arrange a suitable time to talk to you.

The last appointment time is 7.55 pm. Please ensure that you leave enough time between appointments for you to move to the next member of staff.

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, please arrange this with the member of staff at that time. 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. 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.

We would remind you that our main entrance should be used when accessing the school, which is via Hume Way (Highgrove Leisure Centre). The 'sat nav' directions postcode is HA4 8DZ. 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.



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

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

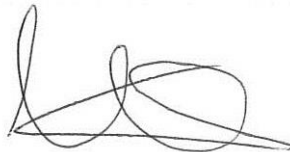
We hope that you find the evening informative. If for any reason you will not be able to attend please let Ms Priestly know by letter or e-mail at cpriestly@bishopramsey.school by **Monday 25th February.**

To assist in our organisation will you please tick the appropriate form list when you arrive and when you leave.

Yours sincerely,



Mr M Britton
Deputy Headteacher



Ms C Priestly
Year 10 Director