



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

28<sup>th</sup> February 2019

Dear Parent/Carer,

### **Year 8 Learning Journey and Subject Consultation Evenings – 12<sup>th</sup> and 14<sup>th</sup> March 2019**

#### **Learning Journey Evening – Tuesday 12<sup>th</sup> March**

We are writing to invite you to a special Year 8 Parents' Evening on Tuesday 12<sup>th</sup> March at 7.00pm in the Hall. This is a meeting for parents/carers primarily but Year 8 students are welcome to attend with you. Your son/daughter has had a talk about this this week.

The purpose of the evening is to explain the Learning Journey process that you and your son/daughter are about to embark upon so that you are fully informed before you make decisions about GCSE and other courses that will start in Year 9. There will be a lot of important information given out at this meeting and it will also be an opportunity for you and your child(ren) to ask questions about the choices available. **It will be useful to bring a copy of the booklet, which will be emailed home next week, with you.** Your choices will be completed on an online form.

We will also be available at the Year 8 Parents' Consultation evening (see below) to answer any questions that you may have.

#### **Subject Consultation Evening – Thursday 14<sup>th</sup> March 2019**

The Subject Consultation Evening will take place from 5.00pm to 8.00pm on Thursday 14<sup>th</sup> March. This evening is for parents/carers to discuss their child's progress in school with subject staff. Students should also attend and be in full school uniform. 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. Then 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 28<sup>th</sup> February.**

Subject teachers will be located in the Hall or the Hub. Mr Drury 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/phone and they will arrange a suitable time to talk to you.

**Please note, that an appointment system is also available for Mr Prior our Careers Advisor.**

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.



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

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

**Website:** www.bishopramseyschool.org

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. 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.

In addition, Ms Miell (Child Development and Food Preparation and Nutrition) and Mr Carter (Business) will be available to answer any questions you may have about these subjects that are being offered in Year 9.

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.

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

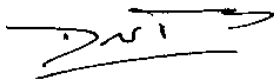
We would remind you that our main entrance should be used when accessing the school, which is via Hume Way (Highgrove Leisure Centre). Disabled access only is allowed via the Warrender Way gates. Please note, parking within the school grounds is very limited, although pay and display parking is available 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](mailto:office@bishopramseyschool.org) in advance.

We hope that you find both evenings informative. If for any reason you will not be able to attend either evening, please let Mr Drury know by letter or e-mail at [edrury@bishopramsey.school](mailto:edrury@bishopramsey.school), by **Monday 11<sup>th</sup> March**.

Yours sincerely



**Mr M Britton**  
Deputy Headteacher



**Mr D Poole**  
Senior Assistant  
Headteacher



**Mr E Drury**  
Year 8 Director