

BISHOP



RAMSEY

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

Dear Parent/Carer,

Year 12 Subject Consultation Evening 5.00pm to 7.00pm, Thursday 26th March

We are writing 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 from every subject that your son/daughter is studying.

Subject teachers will be located in the **Hall or the Hub**. To assist in our organisation we ask that you tick the appropriate form list when you arrive.

As usual an appointment system will operate; these must be made on Parent Portal. A single appointment for each subject is usual (where two teachers have the same class they will sit together). The last appointment time is 6.55pm. Please ensure that your son/daughter leaves enough time between appointments for you to move to the next member of staff.

If you are having difficulty logging onto the Parent Portal, please contact Mrs Jerham on 01895 671041 or email parentportalhelp@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 please 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 2 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 over-run your time allocation as this causes queues to build up and other parents will miss their appointments as a result.

To further support students with post-18 options, our Careers Adviser Mr Les Prior will be available to talk to students and parents on the evening. If you would like to make an appointment, you can do so via the booking system on Parent Portal.

In view of the limited parking at school we strongly urge visitors to park at some distance from the school and approach on foot via Warrender Way. For visitors who are unable to walk a distance, limited parking will be available in the school grounds. In this case visitors will need to enter and leave the school via Highgrove Leisure Centre in Hume Way. Please let us know in advance if you require this access. Should you require disabled access please inform the school office on 01895 639227, or email office@bishopramsey.school in advance.



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

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

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We hope that you find the evening informative. If for any reason you will not be able to attend please let me know via e-mail at baitken@bishopramsey.school by **Monday 23rd March**.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'B. M. Aitken', with a long horizontal flourish extending to the right.

Mr B Aitken
Director of Learning and Achievement – Year 12