

HOLYWELL SCHOOL

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THE CHURCH OF ENGLAND
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*A Church of England School
providing a Values Based Education*

January 6th, 2020.

Dear Parents/carers,

Year 5 Subject Teachers' Evenings

Wednesday 15th Jan 4pm-7pm and Thursday 16th Jan 4-7pm

We are delighted to announce that at the start of this term, parents of Year 5 have their Subject Teacher Evening when you have an opportunity to meet with many of your child's subject teachers. We have also been gathering information from all your child's teachers to create a brief overview report for individual teachers to discuss with you at this evening. This is a very important evening for students in Year 5 as it gives subject teachers the opportunity to share with you how your children can make even better progress. We are always delighted with parental attendance at these evenings and the very effective exchange that they produce. Please feel free to bring your Year 5 child and younger siblings to the meetings if that makes it easier for you to attend.

As you may be aware, we provide an online appointment system. This has been very popular with parents for the last few years, who generally find it very easy to use. The system is taking appointments from today. **It will close for online appointment making on Tuesday 14th Jan at 2.00pm. After that time, you will be unable to make an appointment. Please only book appointments with your child's main English and Maths teachers and up to 4 other subject teachers.**

To use the online system please visit: <https://holywellschool.parentseveningsystem.co.uk>.

We have created a guide to help you use this system. It can be found on the school website – www.holywellschool.co.uk >>News and events >>Letters home >>Parents' appointments guide.

Alternatively, you may use the attached booking slip, but clearly it helps if as many families as possible use the online system. **If you use the booking slip, it must be returned on or before Tuesday 14th Jan.**

If you use the attached pro-forma, please return it to your child's Form Teacher. We will book appointments and return the form to your child with the appointment times. We will book appointments with your child's main English and Maths teachers and 4 other subject teachers. Please rank the other subject teachers that you would be interested in meeting with. We will then allocate you four of those subjects.

Please note that Miss Fossey will be standing in for Mrs Page for 5CP/English and Miss Dell will be standing in for Mrs Simpson for 5CS/English. If you wish to make appointments for 5CP /English and 5CS/English, please contact the school office or use the attached pro-forma. Mrs Sheppard will see parents of 5DS Science on Wednesday and Mrs Austin will see parents of 5DS for Science on Thursday. Mrs Donnellan will only be available on Wednesday for 5AJS Science. If you wish to make an appointment for PE, appointments will be allocated to either Mr Eames, Miss Dell, Mr Van der Merwe or Miss McEwen by office staff and they will inform you who you will be seeing. Mrs Davies will be available on both evenings to discuss SEND issues.

This will be a very packed evening for colleagues and parents alike. Each appointment will last for 5 minutes. Hopefully, there will be a gap of 5 minutes between your appointments to allow time for movement from one teacher to the next. As you can imagine, the members of staff are very restricted in time and if there are issues that require lengthier conversation then an arrangement can be made to set that up as soon after the evening as is reasonably convenient.

We look forward to meeting you. Please speak to the school office if you have difficulty attending on these dates and we will try to make alternative arrangements for you and your family.

Yours Sincerely,

Mrs H. Donnellan

Acting Deputy Headteacher



Headteacher: Mr MG Simpson MA, NPQH

Deputy Headteacher: Mr S Van Der Merwe – Acting Deputy Headteacher: Mrs H Donnellan

Acting Assistant Headteacher / DSL: Mrs J Davies

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REPLY AND APPOINTMENT SETTING SLIP

Year 5 Parent, Pupil and Subject Teacher 15th and 16th January 2020

Pupil Name..... Tutor Group ..5.....

WHICH DAY WOULD YOU PREFER? WEDNESDAY 15th January
 THURSDAY 16th January

WHAT TIME WOULD YOU PREFER TO START YOUR APPOINTMENTS?

We would like appointments beginning around the following start time:

Wednesday 15th	4.00	4.30	5.00	5.30	6.00
Tick box for preferred time:					

Thursday 16th	4.00	4.30	5.00	5.30	6.00
Tick box for preferred time:					

WHICH TEACHERS DO YOU NEED APPOINTMENTS WITH?

PLEASE CONFIRM WITH YOUR CHILD THE NAME OF THEIR MAIN ENGLISH AND MATHS TEACHER AND TICK THE NAME OF THE TEACHER. WE WILL PROVIDE APPOINTMENTS FOR THOSE TEACHERS.

ENGLISH	TEACHERS	TICK	APPOINTMENT TIME
	Mr P. Brown 5PB/E		
	Mrs S. Craffy 5SC/E		
	Mr S. Matthews 5SM/E		
	Miss M. Fossey for Mrs C. Page 5CP/E		
	Miss C. Dell for Mrs C..Simpson 5CS/E		
	Mrs B Smullen 5BS/E		
	Mr J. Ulph 5JU/e		
	TEACHERS		APPOINTMENT TIME
MATHS	Mrs M. Bassett 5MB/M		
	Mrs S. Craffy 5SC/M		
	Mr G. Jones 5GJ/M		
	Miss H. Lau 5HL/M		
	Ms T. Mollis 5TM/M		
	Mrs D. Saunders 5DS/M		
	Mrs R. Sheppard 5RS/M		

FOR THE OTHER SUBJECTS PLEASE DISCUSS WITH YOUR CHILD AND WRITE IN THE SUBJECT AND THE MAIN TEACHER IN THAT SUBJECT IN ORDER OF PRIORITY. WE WILL PROVIDE APPOINTMENTS FOR 4 TEACHERS.

SUBJECT	TEACHER	APPOINTMENT TIME

IF YOU WOULD LIKE AN APPOINTMENT WITH MRS DAVIES TO DISCUSS SEND ISSUES PLEASE TICK BELOW.

SUBJECT	TEACHER	TICK	APPOINTMENT TIME
SEND	Mrs J Davies		

Signed.....