

HOLYWELL SCHOOL

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*A Church of England School
providing a Values Based Education*

Year 5 and Year 6 Parents and Carers

30th September 2019

Dear Parents / Carers

Year 5 and Year 6 Parents and Tutor Evening Wednesday 9th October, 2019,

2.20 pm - 3.20pm and 4.00pm - 7.30pm

At Holywell School each year group has three main updates on attainment and progress:

- Tutor Evening: this is a short meeting with you, your child and your child's tutor to discuss general progress and pastoral issues
- Subject Teacher Evening: this is an opportunity to meet with many of your child's subject teachers
- Full Report: this is a full written report detailing what students have achieved so far and what they need to do to make further progress

These updates are spread out over the year, so you have regular opportunities to find out about how your sons and daughters are progressing. We are delighted to announce that this term, parents of Year 5 and Year 6 have their Tutor Evening when you have an opportunity to meet with your child's form tutor for a 10-minute appointment. This gives us an opportunity to discuss with you and your child any pastoral issues that have arisen since the start of the school year and report to you briefly on their effort in all subjects. We have been gathering information from all your child's teachers to create a brief overview report to discuss at this Tutor evening. We are always delighted with parental attendance at these evenings and the very effective exchange that they produce. Please feel free to bring younger siblings to the meetings if that makes it easier for you to attend.

For parents of pupils with Special Educational Needs, Mrs Davies will also be available for an appointment in addition to the tutor appointment. Please use the attached booking slip or contact the school office if you would like an appointment with her.

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 8th October at 2.00pm. After that time, you will be unable to make an appointment.**

To use the online system please visit: <https://holywellschool.parenteveningsystem.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 8th October.**

This will be a very packed evening for colleagues and parents alike. (Teachers typically have over 4 hours of appointments). Each appointment is for 10 minutes. Please do not be offended if there are signs on the desks to remind teachers and yourselves that the appointment needs to end on time so that other parents can have their meetings at the scheduled slot. If there are issues that require a lengthier conversation, then an arrangement can be made to set that up as soon after the evening as is reasonably convenient.

Appointments are offered in two main time slots: between 2.20 – 3.20pm or between 4.00 – 7.30pm. Your child can attend the meeting whichever slot you would like to take up. If you choose the afternoon slot, then your child can go home with you after the appointment if that is more convenient for you. Please book your appointment as soon as you can so that we are able to provide a slot as close to your preference as possible.

Yours sincerely

H Donnellan
Assistant Headteacher



APPOINTMENT BOOKING SLIP (please complete and return to form tutors)

Year 5 and Year 6 Parent, Pupil and Tutor Evening, Wednesday, 9th, October, 2019

Pupil Name..... Tutor Group

We would like an appointment within one of the following time slots:
(If more than one slot would be possible please do tick two boxes to help us set up the appointment programme)

The school office will book an appointment for you and return this slip to your child to tell you the time of your appointment.

	2.20 – 3.20	4.00 – 5.00	5.00 – 6.00	6.00 – 7.30
Tick box(es) for preferred time:				
<u>Reply from school office</u> – appointment time:				

I also need an appointment with Mrs Davies (SENDCO) (please tick box if this applies)

Signed..... (Parent/Carer)