

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 21st, 2020.

Dear Parents/carers,

Year 6 Subject Teachers' Evenings Tuesday 4th February 4pm-7pm and Wednesday 5th February 4-7pm

We are delighted to announce that this term, parents of Year 6 have their Subject Teacher Evening when you have an opportunity to meet with many of your child's subject teachers. You will have recently received a Grade Sheet detailing your child's targets and progress last term in all their subjects. This may help you decide which teachers you wish to see. This is a very important evening for students in Year 6 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 6 child and their 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 Monday 3rd February 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 Monday 3rd February.**

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 unfortunately nobody will be able to take appointments for 6LH Art. Mrs Austin will take appointments for 6LH Science, Mrs Walker will take appointments for 6PM Science, Mrs Blissett will take appointments for 6SC Science and 6SW Science, Mr Smith will take appointments for 6GJ Science and 6BS Science and Mrs Donnellan will take appointments for 6AB Science. If you wish to make an appointment for PE, appointments will be allocated to either Mr Eames, Miss Dell, Miss Martin or Mrs Simpson 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 6 Parent, Pupil and Subject Teacher

4th and 5th February, 2020

Pupil Name.....

Tutor Group 6.....

WHICH DAY WOULD YOU PREFER? TUESDAY 4th February

WEDNESDAY 5th February

WHAT TIME WOULD YOU PREFER TO START YOUR APPOINTMENTS?

We would like appointments beginning around the following **start** time:

Tuesday 4th	4.00	4.30	5.00	5.30	6.00
Tick box for preferred time:					

Wednesday 5th	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
	Mrs M. Bassett 6MB/E		
	Mr P. Brown 6PB/E		
	Mrs S. Craffy 6SC/E		
	Miss A Norman 6AN/E		
	Mr M Simpson 6MS/E		
	Mrs B Smullen 6BS/E		
	Mr J. Ulph 6JU/E		
	TEACHERS		APPOINTMENT TIME
MATHS	Mrs M. Bassett 6MBA/M		
	Mr M Brook 6MB/M		
	Mr G. Jones 6GJ/M		
	Miss H. Lau 6HL/M		
	Ms T. Mollis 6TM/M		
	Miss D. Saunders 6DS/M		
	Mr J. Ulph 6JU/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.....