

HOLYWELL SCHOOL

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

May 13th 2019

Dear Parents/Carers,

Year 7 Subject Teachers' Evenings

Tuesday 4th June 4pm-7pm and Wednesday 5th June 4-7pm

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

- Tutor Evening: this is a short meeting with 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 7 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 7 as it gives subject teachers the opportunity to share with you how your children can make even better progress in Year 8. We are always delighted with parental attendance at these evenings and the very effective exchange that they produce.

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, June at 2.00pm. After that time, you will be unable to make an appointment.** Please 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, June.**

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. Please rank the other subjects that you would be interested in meeting with. We will then allocate you at least four of those subjects.

Please note that Mrs Gough will only be available on Tuesday 4th June and Mrs Zarei will only be available on Wednesday 5th June. They will, however, phone any parents who are unable to make appointments to see them.

In addition to seeing parents for Drama, 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
Assistant Headteacher



Headteacher: Mr MG Simpson MA, NPQH

Deputy Headteacher: Miss A Stewart - Deputy Headteacher Mr S Van Der Merwe - Assistant Headteacher: Mrs H Donnellan

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REPLY AND APPOINTMENT SETTING SLIP

Year 7 Parent, Pupil and Subject Teacher

4th and 5th June 2019

Pupil Name.....

Tutor Group ..7.....

WHICH DAY WOULD YOU PREFER? TUESDAY 4TH JUNE
 WEDNESDAY 5TH JUNE

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
	Mr P. Brown		
	Mrs S. Craffy		
	Mrs S. McEwen		
	Mr S. Matthews		
	Mrs C. Page		
	Mrs E. Warner		
	TEACHERS		APPOINTMENT TIME
MATHS	Mr M. Boyce		
	Mr M. Brook		
	Mrs S. Craffy		
	Mr G. Jones		
	Miss H. Lau		
	Ms T. Mollis		

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.....