

15 February 2019

Dear Parents

Parent Consultation Evenings – 5 and 7 March 2019 (4.00pm – 7.00pm)

We are looking forward to welcoming you to our forthcoming Parent Consultation Evenings. You are invited to make appointments, and then meet with staff, to discuss your child's progress, both academically and pastorally. The Parent Consultations are scheduled so that they follow on swiftly from the Mid-Year short reports which will be emailed to parents by Wednesday of half term.

Appointments should be made using the PES system which has been used previously. The appointment booking system will open at 6.00pm on Friday 15 February, and will close at 12 noon on Monday 4 March. Please use the email address that we have used to send this letter and log in to the system following this link:

<https://princethorpecollege.parenteveningsystem.co.uk/>

This year, the consultations (for pupils from Junior 3 upwards) will take place in the main school hall. Meetings for parents of children in Reception and Junior 1, will take place in form rooms. Mrs Hardwick (Junior 2H) will be located in the Gallery, and Mrs Malcom (Junior 2M) will be located in the Bird's Nest. Some specialist teachers will be available in the music practice rooms. Car parking will be available in the lower car park. All parents should enter school through the main entrance and, after leaving their children at one of the aftercare venues (if required), make their way along the corridor to the correct location. Parents are invited to enjoy refreshments which will be served in The Gables.

The priority is for parents to have an opportunity to meet with their child's form teacher and, where different, their child's English and Mathematics teachers.

EYFS and Key Stage 1 parents (Reception, Junior 1 and Junior 2) will only need **one ten-minute appointment** with their child's class teacher.

If your son or daughter is in Key Stage 2 (Junior 3 upwards) and has the same teacher for English and Mathematics, please book **one ten-minute appointment only**. If your child has a different teacher for English and Mathematics, please book **one ten-minute appointment with each teacher**. If your child's form teacher does not teach your son or daughter Mathematics or English, you may book a **separate ten-minute form teacher appointment** to discuss pastoral matters.

The following specialist teachers will also be available:

Tuesday evening: Mrs Spillane and Mrs Ellis (Learning Support) and Dr Wu (Mandarin)

Thursday evening: Mrs Williams (French), Mrs Olden (Music) and Mrs Ellis (Learning Support)

Senior School (11-18 years) at Princethorpe College

Junior School (4-11 years) at Crescent School

Junior School and Little Crackers Nursery (2-11 years) at Crackley Hall



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Should you wish to discuss your child's progress in any other curriculum area or specialist teacher, please contact the school office, or the teacher directly, so that this can be arranged at a separate time.

Whilst we envisage that the allocated ten-minute appointment times will be ample, on occasion, it may be that more time is required to discuss a pupil's needs or progress. In order to ensure the evening runs to time, any meeting which needs to extend beyond the allocated ten-minutes can be rescheduled on an alternative day, in agreement with parents and the relevant teacher. In order to facilitate proceedings and ensure that the evening runs to time, a bell will ring at 10-minute intervals to indicate the end of each appointment. We respectfully ask that parents and teachers accept and adhere to this in the manner intended.

Your child's work will be available for you to view, at the Parent Consultation meeting, but we do request you hand books back to staff in The Gables reception area, before you leave to go home.

The online system is available to make appointments to see teachers only. If you wish to use normal aftercare (3.45pm-6.00pm), please book this through the school office. In addition, any parent who wishes their child to be supervised for the duration of their appointment/s, should book via the school office. These children will be supervised in the ICT Suite; this service is available 4.00pm-7.00pm.

Yours sincerely



Robert Duigan
Headmaster

Senior School (11-18 years) at Princethorpe College

Junior School (4-11 years) at Crescent School

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