



# Queen Mary's Grammar School

Headmaster: R J Langton, M A

## Parents' Evening for Pupils of Year 9 – Online Appointment Booking

January 2019

Dear Parents

We are holding a Parents' Evening for parents of our Year 9 pupils on Thursday 14th February between 4.15 and 7.00pm. We hope that as many of you as possible will be able to attend, along with your child.

The main purpose of this meeting is for you to have the opportunity to discuss your child's progress with those who teach them. That means that there may be a lot of different teachers whom you want to meet. In order to allow this, we have divided the time available into 5 minute interview slots. All teachers will be in the Hall and Dining Area to make it possible to move between slots and keep to a tight schedule.

The School has recently adopted a new online appointment booking system which will allow parents to choose their own appointment times with teachers. You will receive an email confirming your appointments. We are confident this will be an improvement to the previous system and welcome any feedback to Mr Fadden or Mr Lax at the School.

Appointments can be made from Monday 4<sup>th</sup> February 2019 (8.00 p.m.) until Monday 11<sup>th</sup> February (8.00 a.m.). Should you wish to make any changes after this date please contact the school. Please visit <https://queenmarysgrammar.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter.) You will only need your child's first name, their surname and date of birth in order to access the online system. If you do not have access to the internet, please contact the school who will be happy to add appointments on your behalf.

We have set it up so that there will be 5 minute gaps between each of your appointment times throughout the evening to allow for movement between the appointments. Staff will be strongly encouraged to stick to the 5 minute appointment slots so that we can stick to the timings as closely as possible. Please be aware that some members of staff teach a large number of students in the year group and so making appointments with them may prove difficult. In light of this, we have set a maximum number of appointments per parent at seven.

Your child's Form Tutor and Head of Year, Mr Fadden will be available for "Drop-In" conversations throughout the evening without any need for making appointments, although priority will be given to their subject appointments. During the interval Mr Fadden and Mr Lax, Deputy Head, would like to say a few words and it would be appreciated if you could be present at 5.30pm for that talk. Mr Lax will be focusing his talk on the GCSE options process and discussing the KS4 curriculum. He will also be available during the evening for further discussion regarding option choices at GCSE. I will be available during the evening to discuss non-academic matters, such as family problems, and other members of the SLT will also be present.

Please may I draw your attention to the need for responsible parking so that access for the Emergency Services is available at all times. There will be no room for parent parking on the school site. Please show consideration for our neighbours when parking on the streets around the school.

We always value the opportunity to engage in detailed dialogue with you about your child's progress and look forward to welcoming you here on Thursday 14<sup>th</sup> February 2019.

Yours sincerely,

Richard Langton  
Headmaster