

St Joseph's Roman Catholic High School

Chorley New Road | Horwich | Bolton | BL6 6HW

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Headteacher: Mr T McCabe | **Deputy Headteachers:** Mr M Graham, Mrs J Morgan | **Chair of Governors:** Mrs P Jones

Registered Charity Number: 1075795 | **Facebook/Twitter:** StJosephsRCHS

Dear Parent/Carer,

I am writing to invite you to the Year 11 Parents' Evening in the School hall on;

Wednesday October 10th 2018 from 4.30pm-7.00pm

In the past it has proved very difficult to avoid queues and congestion during parents' evening so we are using a system as detailed below:

- There will be no appointment slots as in previous years for pupils/teachers.
- All teachers will be seated in the hall. If more seating capacity is needed, parents will be informed upon arrival.
- Parents will be able to speak with a teacher for a 3 minute slot, with a 15 second movement time to the next teacher.
- We appreciate that 3 minutes may not be enough time needed to discuss your son/daughter's progress. Therefore, all parents/carers will be issued with a form on arrival to fill out should they wish to discuss further the progress of their son/daughter with the class teacher/ Head of Department.
- Teachers will be seated in the hall in alphabetical order to make it easier for parents to navigate. You will receive a list of your child's teachers when you arrive.
- Mrs Hawkrigg- SENCo- will be available to see privately just outside of the main hall.

With this being the last parents' evening, it is extremely important to attend in order for students, staff and parents to discuss progress and next steps for their forthcoming GCSE exams. Pupils are expected to attend the evening, in full school uniform, with their parents/carers as we feel it is important at this stage in Year 11 for everyone to attend. If you are unable to attend the evening, could you please telephone the school to arrange a mutually convenient time for us to discuss any issues or concerns.

If any parents/carers have any mobility/access concerns, please contact either myself or Mr Singleton (Assistant Head teacher) and we will accommodate your needs appropriately.

I look forward to seeing you all next week and being able to discuss the progress of your child.

Yours sincerely,

Mr R Cartwright
Head of Year 11

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I ***am able/am not able** to attend the Year 11 Parents' Evening on Wednesday 10th October 2018

Pupil's Name _____ Form _____

Signed _____ Date _____



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