



St Joseph's Roman Catholic High School

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Headteacher: Mr T McCabe | **Deputy Headteachers:** Mr M Fitzsimons, 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 7 Parents' Evening in the School Hall on:

Monday 18th March 2019 from 4.30-7.00pm

Following feedback from parents regarding queues and congestion during Parents' Evening, we are going to continue to use the 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.

It is extremely important to attend in order for pupils, staff and parents to discuss progress and next steps. Pupils are expected to attend the evening, in full school uniform, with their parents/carers. 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.

During the evening, we will also send a text for parents to complete a survey regarding feedback about various aspects of your child's education. You will need to register, which takes two minutes. This will help us as a school to develop and improve areas of school life to best meet the needs of your child. If you do not have access to a phone, we will also have laptops set at the entrance of school so you can complete the survey there instead.

If any parents/carers have any mobility/access concerns, please contact either myself or Mr Singleton (Assistant Headteacher) 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

L Anderton

Mrs L Anderton

Head of Year 7/Senior Pastoral Manager

