



Harrow Way Community School

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Headteacher: Mr C Currie

1 February 2010

Dear Parents/Carers

PARENT CONSULTATION DAY – Tuesday 2 March 2010

Our next Parent Consultation Day has now been re-arranged (following the cancellation on 12 January due to the weather conditions) and is now due to take place on **Tuesday 2 March**. Arrangements for the day are as follows:

- Normal timetable throughout the school will be suspended and students in Years 7 - 10 are expected to spend the day working at home on coursework and homework except for the time of their appointment (details of which should be on page 19 of the Student Diary). *Please note that Year 11 students will be required to be in school to attend Study Skills workshops run by their tutors from 9.30 am – 1 pm, however parents may make appointments to see Year 11 Tutors outside of these times if they were not able to attend the Year 11 Parents' Evening in December 2009.*
- Parents will be invited to come into school during the day, **with their child**, to discuss his or her progress with the Group Tutor (not with subject teachers)
- Your child will be expected to arrange an appointment with his or her Tutor at a mutually convenient time and will then bring an appointment slip home. The earliest appointment time available is 7.30 am and the latest is 7.00 pm although it is for the Tutor to inform the student of the block or blocks of time when they are available, as clearly the Tutor will not be available throughout the 12 hours.
- The meeting is scheduled to last 15 minutes although longer appointments may be made if necessary. The meeting will normally take place in your child's Tutor Room and he/she can escort you there on arrival at school. School prefects will be on hand throughout the day to assist with any difficulties.
- If you have more than one child at school you will clearly want to arrange appointments that are reasonably closely grouped and we will do our best to make sure this is possible. In such cases the oldest child will be required to make the appointments on behalf of all siblings.

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- We have made arrangements for the Tutor to have received, prior to your meeting, all necessary information to conduct a full discussion including details regarding work, progress, attitude, behaviour, attendance and any other school related issues concerning your child. The Tutor has also been asked to collect in your child's Student Diary and bring it to the meeting to inform the discussion. Obviously, because the meeting is about your child, he/she will be expected to take part in the dialogue and will need to have thought about his/her strengths and weaknesses etc beforehand.
- Although these arrangements may mean parents having to leave work for a period of time **I would encourage you please to make the time to attend as this is an important opportunity to discuss your child's work and progress.** There are, of course, some slots available beyond the normal working day, although you will appreciate these are limited. If, for any reason, you are unable to come to school on that day, due to illness for example, then we will endeavour to make an appointment with you on another day.
- It will be possible, as usual, for parents to meet with senior staff, including me if required, in addition to the meeting with the Tutor.

Thank you for your ongoing support and we look forward to meeting all parents on Tuesday 2 March. If you have any questions regarding this letter, or particular concerns regarding your child working at home on the day, please could you address these to Mr Goatley (Years 7-9) or Mr Warren (Years 10-11) in the first instance.

Yours sincerely

C E CURRIE
Headteacher