

Sacred Heart Secondary Catholic Voluntary Academy



Part of The Nicholas Postgate Academy Trust
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Head Teacher: Mrs P Strudwick

Monday 17th October 2016

Year 11 Parent Consultation Evening Monday 7th November, 3.30pm – 6.00pm

Dear Parents/Carers

You are invited to meet the teachers of your son/daughter in Year 11 on **Monday 7th November 3.30pm – 6.00pm**. The evening will provide you with the opportunity to discuss your son/daughter's work and progress with their subject teachers and also to bring up any concerns that you may have. This is the first of two Year 11 Parents' Consultations this academic Year. We are hoping that early guidance from subject teachers should enable your son/daughter to make the right decisions to enable a successful future. By April, when we invite you to attend the second Parents' Consultation Evening, your son/daughter will hopefully be well on their way to achieving their full potential.

We have an appointment system to help the evening go more smoothly and cut down the length of time spent in queues. To make an appointment with a member of staff **you will need to log on to Insight, our parent portal**. The link for Insight can be found on the home page of the Academy website. Parent log on details have already been emailed to the email address supplied to the Academy. Please check your 'junk' mail if you have not received them. **If you have not provided the Academy with an email address, your logon details accompany this letter.** A guide to booking your appointments is attached. If you experience any difficulty accessing your account or have no internet access you should phone the Academy and ask to speak to Mrs Meadows who will help make your appointments.

You should expect to speak with a teacher for no longer than four minutes. If you need to have a lengthy, detailed discussion with a member of staff, it may be possible to arrange a time at the end of the evening or in the near future.

Appointments with PE staff should be restricted to those students who study GCSE PE.

In an extra effort to maximise your son/daughter's progress, the Leadership Team will be making appointments with the parents/carers of students who they feel may not reach their potential by the end of Year 11.

There will also be the opportunity for you to speak to our Academy Careers Advisor, Wright. The Sixth Form Colleges and other post 16 training providers will be available throughout the evening, should you wish to speak to them.



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In the interest of all concerned, if appointments have to be cancelled, we would ask you that you telephone the Academy in advance of the meeting.

Please complete and return the reply slip to your son/daughter's Form Tutor.

We look forward to meeting you.

Yours sincerely



Mrs M Hill
Assistant Headteacher

Name of student.....Tutor.....

I will/will not be attending the **Year 11 Parents' Consultation Evening on Monday 7th November 2016.**

Signed Date

Please return to your form tutor.