



Queen Mary's Grammar School

Headmaster: R J Langton, M A

Parents' Evening for Pupils of Year 7 – Online Appointment Booking

February 2019

Dear Parents

We are holding a Parents' Evening for parents of our Year 7 pupils on Thursday 14th March 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 is using an online appointment booking system for this Year 7 parents' evening which will allow parents to choose their own appointment times with teachers. This is the same system as used for the Year 7 Academic Reviews in December. You will receive an email confirming your appointments.

Appointments can be made from Monday 4th March (8.00 p.m.) until Monday 11th March (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. Only the first priority parent named on our system will be able to use this system. If it does not work for you, please try the child's other parent's details.

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 stay as close to the timings as possible. Please be aware that some members of staff teach every student in the year group and so making appointments with them may prove difficult. For example, Mr Vause, our Director of Music, teaches all 150 pupils in Year 7. For this reason we have limited the number of appointments that each parent can make in the first instance to 7. We may be able to open up more appointments at a later date.

Your child's Form Tutor and Head of Year, Mrs Youngman will be available for "Drop-In" conversations throughout the evening. You will not be able to book appointments with these staff as they also have academic appointments for the subject they teach. You may wish to discuss an overview of pastoral matters and to talk about how your child has settled into the school. I will be available in my office throughout the evening (without appointment) to discuss any matters that you may wish to raise. The Deputy Head, Mr Lax, will also be available on the evening.

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 14th March.

Yours sincerely,

Richard Langton
Headmaster

