

27<sup>th</sup> November 2019

Dear Parents/Carers

**Year 12 Parents' Evening – Tuesday 10<sup>th</sup> December 2019**

On Tuesday 10<sup>th</sup> December between 4.30pm and 7.30pm, there will be an opportunity for you to come into school to talk to the subject staff who teach your son or daughter for their A Level subjects. **Students are expected to accompany their parents.** Senior staff will also be available on that evening to answer your questions or deal with your concerns on aspects of school life. Some parking will be available on site that evening, both at the front gate and on the basketball courts at the rear of the school. Please remember that if you park in Mote Park, you must observe the 3-hour maximum parking rule otherwise you will be charged by the company who operate the parking for Maidstone Leisure Centre.

We will operate an appointments system for this evening and staff will be grouped into the Big Hall and the top and bottom corridors in the main part of the school. Appointments will be 5 minutes long, allowing 36 appointments across the evening. If you find that the discussion you need to have about progress will take longer than this, the teacher concerned will seek to make a separate appointment to discuss this with you in more detail. It will be essential for teachers to stick to time so that the evening flows smoothly and we do not keep other parents waiting. To aid this, we would be grateful if parents would leave 5 minutes between appointments, if at all possible, to allow them to move from place to place.

Unfortunately, some staff teach a large number of Year 12 students and therefore it will not be possible always for you to see every member of staff who teaches your son or daughter, but you will certainly be able to see at least one who teaches each subject. Usually, it will be possible to see both. Staff who have large numbers of Year 12 students are likely to prioritise those students who they feel it is important to see. If you cannot see both teachers, please feel free to ask for guidance from the partner teacher that you can see.

Appointments will be bookable electronically through 'Insight'. Details of how to do so are in the attached guide. Booking of appointments will open **on Tuesday 3<sup>rd</sup> December from 3.30pm and close on Tuesday 10<sup>th</sup> December at 10am.** If you are not registered on Insight, you need to do so quickly. You will need to download and complete our registration form (available on our web site, search for "Insight"), returning this to school. We will then issue your account details via letter home. If you do not have access to internet facilities to book appointments, please contact Mrs Theresa Sime at school who will facilitate your bookings to see staff.

We look forward to seeing you on 10<sup>th</sup> December and hope that you will find this a valuable opportunity to learn more about your son or daughter's progress.

Yours sincerely

**R J Ferguson**  
**Deputy Headteacher**