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M Tomkins BSc NPQH  
Headmaster

4<sup>th</sup> April 2019

Dear Parents/Carers

**Year 7 Parents' Consultation Evening – Tuesday 30<sup>th</sup> April 2019**

On Tuesday 30<sup>th</sup> April 2019 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. 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. However, this is a subject consultation evening and therefore it will not be possible on that evening to make appointments to see Form Tutors as they will be seeing parents of students they teach. 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 hours maximum parking rule otherwise you will be charged by the company who operate the car park for Maidstone Leisure Centre.

Unfortunately, some staff teach a very large number of Year 7 students. In order to maximise staff availability to parents and to ensure that as many parents as possible are able to see as many of their son's teachers as possible, appointments on that evening will be 3 minutes long allowing staff to see up to 60 parents. Pips will be sounded at the end of each appointment to help staff keep to time so as not to keep parents waiting unduly. 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. Even in these circumstances, it may not be possible for you to see every teacher that you would wish to, but you should be able to see most. If a member of staff has not been able to see you and is concerned about your son's progress, they will contact you separately. Please do not ask staff to respond individually to emails about progress as some members of staff teach 120 or more Year 7 students. Full written reports for Year 7 students will be available later in the Summer Term.

Some Year 7 classes are taught by two teachers for a subject. To maximise the opportunity for every parent to see as many teachers as possible in these cases, we are **asking parents to please book with only one teacher of every subject.**

Please note that **Mrs Edwards** will not be available for **Performing Arts – Drama** appointments due to her English appointments; **Mr George**, **Computer Science**, and **Mr Baines**, **Science**, are not available for this event; if your son was taught by **Mrs Kenny for History and Geography**, those appointments will now be taken by **Mr Walker (History)** and **Mr Tyler (Geography)**. Although Insight will still show Mrs Kenny's name when booking appointments, you will actually meet with Mr Walker (History), or Mr Tyler (Geography).

Appointments will be bookable electronically through 'Insight', our parental portal. Details of how to do so are in the attached guide. **Booking of appointments will open at 3.30pm on 24<sup>th</sup> April and will close at 10am on 30<sup>th</sup> April.** If you are not registered on Insight, you need to do so quickly. Please follow the instructions on the school website ([Click here for Insight Help](#)). If you do not have access to internet facilities to book appointments, please contact Mrs Theresa Sime at school who will facilitate your booking to see staff.

We look forward to seeing you on the 30<sup>th</sup> April and hope that you will find this a valuable opportunity to learn more about your son's progress.

Yours sincerely  
**R J Ferguson**  
Deputy Headmaster