

Ref: CBL/HMY

26th January 2015



Dear Parents/Carers

Parent Consultation Day

I would like to invite Parents and Carers of students in **Year 7 and 9** to a Consultation day on **Thursday 12th February 2015**.

This is a valuable opportunity for you to meet with your child's Learning Consultants. We expect these interviews to be attended by a Parent or Carer so that the progress outlined is supported by both the Academy and home. The main aims of this meeting will be:

- To discuss progress to date.
- To identify areas for further development or 'next steps'.
- To discuss information from the Interim Report.

Students will arrange appointment times with their Learning Consultants to suit you. May we suggest that these are done in sessions to optimise the time available:

- **Session One** **2.30pm - 4.00pm**
- **Session Two** **4.00pm – 5.30pm**
- **Session Three** **5.30pm - 7.00pm**

The Academy Careers and Work Experience Officer will be in Quisine, if you have any queries.

Appointments of 5 minutes can be made with subject staff and these will take place in rooms close to one another to reduce the time needed to move from one consultant to another. Due to the number of parents our Learning Consultants need to see we will have to limit the time to 5 minutes. However, if you require longer to discuss your son or daughter's progress, we ask that you either email the member of staff concerned or agree another time to meet or speak on the phone. **Staff will not have time to meet with parents/carers who have not booked an appointment but please note that you are welcome to contact any member of staff throughout the year.**

In order for the day to run smoothly, we would ask all parents/carers and students to attend on time please. Students must wear their **full Academy Business Dress**. When attending your meeting please use the main entrance.

Parking is available on the road, however, please be aware parking restrictions apply within this area.

Tea and coffee will be on sale in the Quisine area.

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CHIEF EXECUTIVE (PRINCIPAL) Dr Caroline J S Badyal, EdD, MA BE.d, DipEd, NPQH Q3 - QUERERE | 'SEEK THAT WHICH IS GOOD, THAT WHICH IS RIGHT, THAT WHICH IS TRUE'



Please complete the attached appointment form, indicating your preferred time slot. Be aware that a prompt return is more likely to guarantee the time slot you indicate as a preference and will greatly assist in our planning for the day. We rely on students to make appointments with Learning Consultants as quickly as possible.

Students will be dismissed from the Academy at 2.05 pm on this day in order for appointments to take place. Academy buses will be notified and we will arrange for them to pick students up at the slightly earlier time on this day.

I look forward to seeing you during the consultation day.

Yours sincerely



Caroline Badyal
Chief Executive/Principal

Future Parent Consultation Days

10th March 2015 – Years 8, 11 and 13
21st May 2015 – Years 10 and 12

