

Ref: MAL/HMY

18th October 2016

Dear Parents/Carers

Parent Consultation Day

I would like to invite Parents and Carers of students in **Years 7, 9 and 12** to a Consultation day on **Thursday 3rd November 2016**.

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'.

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** **4.05pm - 5.30pm**
- **Session Three** **5.35pm - 7.00pm**

The Academy's ACE Director will be in room 216. Alternately, if you have any queries regarding careers or employability, please contact Mr McCormack on the main academy number extension 1665.

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 slots available to meet with parents/carers without appointments 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.

Chief Executive: Dr Caroline J S Badyal, EdD, MA BE.d, DipEd, NPQH | Head of School: Mr Mark Arnull BA Hons, MA, NPQH

Q3 Academy Great Barr | Wilderness Lane | Great Barr | Birmingham | B43 7SD | t: 0121 358 6186
e: enquiries@q3academy.org.uk | w: www.q3academy.org.uk

Q3 - Quaerere | 'Seek that which is good, that which is right, that which is true'



The North car park will be open to assist with parking. Parking is also available on the road, however, please be aware restrictions apply within this area.

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

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.

Please be aware that on occasion, dates may need to alter slightly, you will be notified in good time should this happen.

I look forward to seeing you during the consultation day.

Yours sincerely



Mark Arnall
Head of School

Future Consultation Events:

- | | | |
|------------------------------|---|-------------------------|
| 5 th January 2017 | - | Years 10, 11, 12 and 13 |
| 9 th March 2017 | - | Years 7, 8, 9 and 10 |
| 23 rd March 2017 | - | Years 11, 12 and 13 |

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ACADEMY

Student Name: **Form:**

Meetings will take place between 2.30pm and 7.00pm. Please indicate when you would like to attend. If possible please provide a first and second choice.

	1*	2*
2.30pm - 4.00pm		
4.10pm - 5.30pm		
5.40pm - 7.00pm		

***please tick a 1st & 2nd time slot**

When booking your appointment please ensure you leave 5 minutes gap between each appointment, example below

Appointment Time	Name of Learning Consultant	Subject
3.30pm	Mr Davies	Drama
3.35pm		
3.40pm	Miss Callaghan	PE

Please record a list of the Learning Consultants you would like to see. Give this to your child in order for appointments to be made.

Appointment Time	Name of Learning Consultant	Subject
2.30pm		
2.35pm		
2.40pm		
2.45pm		
2.50pm		
2.55pm		
3.00pm		
3.05pm		
3.10pm		
3.15pm		
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