

Ref: MAL/HMY

27th February 2017

Dear Parents/Carers

Parent Consultation Day



I would like to invite Parents and Carers of students in **Years 7, 8 and 9** to a Consultation day on **Thursday 9th March 2017**.

Please note the Academy will close at 2.05pm for all students.

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

The Academy's ACE Director will be in room 122. 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.

Chief Executive: Dr Caroline J S Badyal, EdD, MA BE.d, DipEd, NPQH | Head of School: Mr Mark Arnall 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 - Quarerere | 'Seek that which is good, that which is right, that which is true'



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.

There will be no onsite parking available. Parking is 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:

23rd March 2017 - Years 11, 12 and 13

Intervention Day:

26th July 2017 - Years 7, 8, 9 and 10

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Student Name: Form:

Meetings will take place Thursday 9th March 2017. 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 | | | *please tick a 1 st & 2 nd time slot |
| 4.10pm - 5.30pm | | | |
| 5.40pm - 7.00pm | | | |

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 | | |
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| 6.50pm | | |
| 6.55pm | | |
| 7.00pm | | |