

chaseterracetechnologycollege

May 2017

Dear Parent/Carer,

Year 7 Parents Evening - Tuesday 27th June 5-7pm

Our Year 7 Parents Evening will be held on Tuesday 27th June from 5pm-7pm. This evening is an opportunity for parents/carers to make appointments with members of staff that they are keen to discuss students' progress with as a follow up to the end of term report.

The school is trialling a new online appointment booking system with our Year 7 parents/carers – the system is used widely by other schools in our area and has received favourable feedback from parents/carers who have used it. This system allows you to book your own appointments with teachers at times that suit you. You will receive an email confirming your appointments. We are confident this system will be an improvement over our previous booking arrangements – we would very much welcome any feedback you have for us having used it.

Teachers will be available between 5pm and 7pm for appointments. During this time they will be able to make a maximum of 24 bookings – each lasting 5 minutes. Please be aware that some staff see a lot of students in Year 7 and they will not be able to see everyone. It is therefore suggested that you prioritise four or five subject teachers whom you would most like to see. In the event that there are no suitable appointments available you can use the waiting list system through which you can list particular questions about your child's progress and these will be passed on to the relevant department/teacher.

The booking system will be made available to parents/carers from 8am Monday 12th June and will close on Friday 23rd June at 3pm. Our new system accepts bookings on a first come first served basis. Should you wish to make any changes after this date please contact the Year Office.

Please visit <https://chaseterracetechnologycollege.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments is available to view on the Chase Terrace Technology College website)

If you do not have access to the internet or there is an issue logging in then please contact the Year Office who will be happy to address this or add appointments on your behalf.

It is helpful for students to accompany their parent/carer to Parents Evening, we request that students **wear school uniform**.

Your child will receive a summary of data regarding their progress before the Parent's evening. It may be helpful to bring this along as a basis for discussion.

We look forward to seeing you.

Yours faithfully,

Mrs E Scholes
Head of Year 7

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