



## Pittville School Cheltenham

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10<sup>th</sup> February 2016

Dear Parent/Carer

**Headteacher** Richard Gilpin

This year we are making some changes to the way we hold parents' evenings in Key Stage 3. In the past we have held parents' evening for each year group from 6pm until 8pm. From discussions with many parents it is clear that some of you find it difficult to always attend at these times. Also, those parents with more than one child can sometimes find it difficult to attend each separate parents' evening. Therefore, we are going to make the following changes for this year:

Instead of separate parents' evenings for Years 7, 8 and 9 we will hold two KS3 parents' consultation events for all of these year groups combined (we will continue to hold parents' evenings for Years 10 and 11 as normal).

We are going to run the new KS3 parents' consultation events across two separate nights to give you more chance of being able to attend on a day or evening that suits you. The dates are Wednesday 2nd March and Tuesday 22nd March (this is a change from the date originally published in the school's calendar to avoid clashing with race week). We ask that you only attend one of these evenings.

We are going to extend the times that teachers are available to talk to you about your child/children. The evenings will run from 2pm until 7pm (with a break from 4pm to 4.45pm). This will mean that teaching staff will be available to see parents during the afternoon as well as in the evening. To make this possible we will be closing the school early on these days; students will go to tutor from 1.05pm to 1.10pm to register and the school day will end at 1.10pm. Students who are eligible for Free School Meals can collect a packed lunch from the canteen before they leave.

To simplify the arrangements we will no longer be asking you to make appointments – all teachers will be available for you to see between the times shown above – just turn up and speak to staff as they become available.

Parents have also told us that parents' evenings in the past (whether in the hall or the canteen) have been very crowded. Therefore, we will be using both of these spaces in future; most teachers will be in the hall, but to create more space (and more privacy for your discussions), we will also have some members of the teaching staff in the canteen. We will have signs up clearly showing where to find each teacher.

learning  
to achieve

As always there will be refreshments available in the canteen (provided by the PTFA). These will continue to be available during the break from 4pm to 4.45pm during which time no parents' consultations will take place (a bell will ring at 3.55pm to signal that it is almost time for the break and that no new parental consultations should be started after this time).

**Summary of New Arrangements for KS3 Parents' Consultation Events**

- Two KS3 parents' consultation events on Wednesday 2nd March and Tuesday 22nd March
- Teachers are available (without appointment) in either the hall or the canteen from 2pm to 4pm and 4.45pm to 7pm
- Parents are requested to attend only one of these evenings

It is our hope that these changes will allow parents a greater degree of choice in terms of both the time and day that you see your child's teachers, which will make it easier for you to work with us to ensure your child's continued success. We welcome feedback on this initial trial. Please complete and return the slip below to your child's tutor by Monday 22<sup>nd</sup> February 2016.

Yours faithfully



R Gilpin  
Headteacher

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**Please return to tutors**

Student's Name: \_\_\_\_\_ Tutor Group \_\_\_\_\_

I wish to attend the parents' evening on the following date/times:

	2pm – 4pm	4.45pm – 7pm
2 <sup>nd</sup> March 2016	<input type="checkbox"/>	<input type="checkbox"/>
22 <sup>nd</sup> March 2016	<input type="checkbox"/>	<input type="checkbox"/>
I am unable to attend	<input type="checkbox"/>	

Reason why: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Signed: \_\_\_\_\_ Parent/Carer Date: \_\_\_\_\_