

### **Key Stage 3 Pupil Progress Evening 2018**

Dear Parent/Carer,

We would like to invite you to an additional Key Stage 3 Pupil Progress Evening on Tuesday 5<sup>th</sup> June 2018, in the School Hall, between 4.00pm and 6.00pm. Please be aware, this evening is specifically for parents/carers who were unable to make appointments on the previous evenings.

Appointments can be made using our online appointment booking system which we used earlier in the school year. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Please visit <https://ipsleyrsa.parentseveningsystem.co.uk> to book your appointments.

A direct link to click on will be available on the school's website homepage. If you do not have access to the internet or have any problems, please contact the school office who will be happy to add appointments on your behalf.

**If your child is taught by one member of staff for more than one subject, please could you only book one appointment. The member of staff concerned will cover all subjects within that one appointment allocation. Many thanks for your cooperation with this aspect of the evening.**

**Please be aware that Miss Darby, Mr Kearns and Mr Williams will be unable to attend the evening and therefore will not appear on the booking system. Please don't hesitate to phone us if ideally you would like to speak with one of these teachers.**

On the evening, please make your way to the 'Community Entrance' (down the right hand side of the Main Entrance), where you can sign in and await the meetings you have booked with staff. Light refreshments will be provided at the back of the school hall.

If you are unable to attend this progress evening, please let us know as soon as possible, so alternative arrangements can be made for staff to discuss your child's progress with you.

Many thanks for your support. We look forward to seeing you on Tuesday 5<sup>th</sup> June 2018. In the meantime, please do not hesitate to contact us should you have any concerns/queries.

Yours sincerely,

Mr K Spencer

Head of Year 7

Mr K Addis

Head of Year 8

Mrs S Jilks

Key Stage 3 Phase Leader