

MC/NC
October 2018

Southam College
Welsh Road West
Southam
Warwickshire CV47 0JW
T: 01926 812560
F: 01926 815807
E: southamcollege@welearn365.com

www.southamcollege.com

Head Teacher:
Mr R S Samra B.A., M.A.

Dear Parent/Carer,

Y11 Subject Parent's Evening – Thursday 25th October 2018

We are holding a Year 11 Parents' Evening on Thursday 25th October from 5.00pm to 7.30pm. This will provide an opportunity to meet with your child's subject teachers at this important stage of their education. There is no compulsion to see every teacher, so please discuss with your child which teachers you wish to have an appointment with.

Appointments are bookable online via INSIGHT from **Thursday 11th October at 4pm**. The access details have been sent to you previously, but if you are unable to log on then please email the school at southaminsight@welearn365.com, with INSIGHT as the subject. Important instructions relating to the booking of appointments online are attached, including using **ONLY** one of your parental logins where possible to make the appointments. Booking is available up until **4pm on Monday 22nd October 2018**. Please make your appointments as soon as possible, as teachers have a maximum of twenty-eight appointments. Once a teacher is fully booked, any further appointments will have to be on a different evening or via the telephone.

If you are unable to make online appointments your child can make them **directly with teaching staff**. If you are unable to print your appointment list off, then please return the reply slip by Monday 22nd October and a printed list will be given to your child. In addition, the Student Office can provide details of booked appointment times on the evening. Appointments are for a maximum of five minutes to allow as many parents to be seen as possible. A bell will sound at the end of every five minutes to help keep the evening on schedule. Further appointments can be requested if there are issues requiring a longer discussion. **Please make appointments at least ten minutes apart** to allow for movement time.

The Parents' Evening will be held in the Front and Core Blocks. **Please enter via the college's main entrance, sign in and collect a map** detailing the location of all teachers.

In order for you to help plan the order of your appointments the locations of subject teachers, by block, are listed below:

Front Block

Science
Technology
Drama
Music
Business
ICT
Health and Social Care
Art
Photography
PE

Core Block

History
Life Skills
Philosophy and Ethics
English
Media Studies
Geography
Modern Languages
Maths

We would like students to accompany parents if possible as they should ideally be at the heart of any discussion about their progress.

If you are unable to make this Parents' Evening and would like an appointment on a separate evening or would like to arrange a telephone conversation with a particular subject teacher, then please contact the college to make your requests.

Yours sincerely,



Mr S MacGibbon
Head of Year 11

✂ _____

Year 11 Parents Evening Thursday 25th October 2018

- *I **will** be able to attend the Year 11 Parents' Evening.
- *I will **not** be able to attend the Year 11 Parents' Evening
- *I **have booked my appointments** and would like to be provided with a printed copy of my Parents' Evening Appointments.

Student Name: _____ Tutor Group: _____

Parent/Carer Signature: _____ Date: _____

**Please tick as appropriate*

Please return this reply slip to the Student Office by **Monday 22nd October 2018**.