

BY/LP
October 2018



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

Dear Parent/Carer

Year 12 & 13 Subject Parents Evening

We are holding a Year 12 and 13 Parents Evening on Thursday 15 November 2018 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. Please note that some appointments may have already been booked by subject staff. Please contact the school if these times are not convenient.

Appointments will be bookable online via INSIGHT from **Thursday 25th 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 12 November 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.

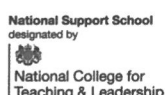
If you are unable to make online appointments your child can make them directly with teaching staff. If you are unable to print your appointment list off, then please return the reply slip by **Monday 12 November 2018** and a printed list will be given to your child. In addition, the Student Office can provide details of appointment times on the evening.

Appointments are for five minutes, but it may be possible to have a ten minute appointment if your child is in a small teaching group. 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. Each teacher will have rows of chairs facing them; the first row will be for the parents being seen at the time and the others for the next appointments. Please try to keep to your appointment time.

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

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Stowe Valley Multi Academy Trust **Registered Office:** Southam College, Welsh Road West, Southam, Warwickshire. CV47 0JW
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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 K Bradbury
Head of Sixth Form
Assistant Headteacher

Southam College Year 12 and 13 Parents Evening –Thursday 15th November 2018

- *I will be able to attend the Y12/13 Parents Evening.
- *I will not be able to attend the Y12/13 Parents Evening
- *I have made my appointments and would like to be provided with a printed copy of my Parents Evening Appointments.

**Please tick as appropriate*

Student Name: _____ Tutor Group: _____

Parent/Carer Signature: _____ Date: _____

Please return this reply slip to Mrs Powell in the Exams Office by **Monday 12 November 2018**.