



SIR THOMAS RICH'S SCHOOL

Oakleaze, Gloucester

Year 13 Parents' Consultation Evening on Tuesday 22 October

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Dear Parents/Carers

Year 13 Parents' Consultation Evening on Tuesday 22 October

On Tuesday 22 October we shall be holding the first of our two Year 13 Parents' Consultation Evenings. A second evening takes place later in the academic year.

We will be using the same online booking system this evening as you may have used for previous Parents' Consultation Evenings. To access the online booking system, you will need to visit <https://strs.parentseveningsystem.co.uk/> or use the link from the *Parents'* page of the School's website.

You will not be able to make any appointments for the Parents' Evening until the evening goes live at **7.30 pm on Monday 14 October**. To log into the system you will only need your name and email address along with the name and date of birth of your son or daughter.

Appointments can be booked up until midnight on Monday 21 October. I attach a full guide explaining how to make appointments using the system. You may find that some teachers have already booked an appointment with you on the system; if this is the case, they will have done so in order to reserve a slot for pupils they may particularly wish to discuss - you are at liberty to change or cancel this appointment.

Staff who teach Year 13 will be available from **5.00 pm** until **8.00 pm**. Each appointment is five minutes in length and the system will automatically add five minutes between your appointments in order to allow you to travel between parts of the School. We ask parents to restrict their discussions to fit this time limit in order to allow all parents to be seen. A plan of the School will be attached to my next email which will show each teacher's location; hard copies of this plan will be available in Reception on the evening. There will also be a board in Reception indicating where each member of staff may be found.

Please note that a joint appointment system will be run by the following departments: PE, English, German, French, Music and Religious Studies. In addition, when booking an appointment with your son/daughter's Geography teachers, please try and ensure that one of the appointments is with their coursework tutor.

It would be particularly useful for your son or daughter to attend with you as they are clearly central to the discussions about their progress during Y13 (uniform need not be worn).

Our Parents' Association will very kindly be providing refreshments during the course of the evening in our Dining Room.

Yours sincerely

David Dempsey

ASSISTANT HEADTEACHER

SIR THOMAS RICH'S

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