



SIR THOMAS RICH'S SCHOOL

Oakleaze, Gloucester

Year 8 Parents' Consultation Evening on Tuesday 25 February 2020

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Dear Parents/Carers

Year 8 Parents' Consultation Evening on Tuesday 25 February

On Tuesday 25 February we shall be holding the Year 8 Parents' Consultation Evening.

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 10 February**. 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. For the first few days after the evening goes live on 10 February, you will only be able to make a maximum of six appointments initially. From the end of the School day on Friday 14 February, this restriction will be removed. Appointments can be booked up until midnight on Monday 24 February.

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 8 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; there will also be a board in Reception indicating where each member of staff may be found.

Head of Year Appointments

Mr Hinds, Head of Year 8, will be available for appointments if you have a specific matter you wish to discuss with him. Appointments can be made through the booking system, although please note that if you choose the *Automatic Booking Method* when making your appointments Mr Hinds will automatically be selected. If you do not wish to make an appointment with him, please ensure you de-select him before generating your appointments.

Appointments with the Headmaster

As you can appreciate, we are not able to offer an appointment with the Headmaster to all parents. If there is a specific matter which you wish to discuss with the Headmaster, please email Miss Boughton (njb@strs.org.uk) to request this. Once a request has been accepted, Mr Morgan will appear as an available teacher and you will then be able to book an appointment with him using the system in the normal way.

It would be particularly useful for your son to attend with you as they are clearly central to the discussions about their progress during Year 8 (uniform need not be worn).

Yours sincerely

David Dempsey

ASSISTANT HEADTEACHER

SIR THOMAS RICH'S

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