



# SIR THOMAS RICH'S SCHOOL

Oakleaze, Gloucester

## Year 13 Parents' Consultation Evening on Tuesday 3 March

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Dear Parents/Carers

### Year 13 Parents' Consultation Evening on Tuesday 3 March

On Tuesday 3 March we shall be holding the second of our two Year 13 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 24 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 or daughter.

Appointments can be booked up until midnight on Monday 2 March. 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; there will also be a board in Reception indicating where each member of staff may be found.

### Joint Department Appointments

The following departments will be conducting joint appointments for this consultation evening:

- **Design** (Mr C D Bream and Mrs N C Fair)
- **English class 13A/Et** (Ms G A Bennett and Mrs R W Workman)
- **English class 13D/Et** (Mrs S F Roche and Mr R C Parker)
- **French** (Mr A J Gregory and Mrs S A Khokher)
- **Music** (Mrs P Y Jones and Mrs C V Baskerville)
- **PE** (Mr N O'Neil, Mr C G Powell and Mr J N Payne)
- **Religious Studies** (Mrs D J Glover and Mrs R Tomlinson)

### Head of Year Appointments

Miss E L Jauncey, Head of Year 13, will be available for appointments if you have any specific matter you wish to discuss. Appointments can be made through the booking system, although please note that if you choose the *Automatic Booking Method* when making your appointments Miss Jauncey will automatically be selected. If you do not wish to make an appointment with her, please ensure your de-select her 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](mailto: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 or daughter to attend with you as they are clearly central to the discussions about their progress during Y13 (uniform need not be worn).

Yours sincerely

David Dempsey

Assistant Headmaster

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