

Our ref: CONSULTATIONEVE/RCL/KDE

08 November 2019

Dear Parent/Carer

Year 13 Parents' Consultation Evening – Thursday 21 November 2019

I am writing to invite you to the Year 13 Parents' Consultation Evening on Thursday 21 November 2019 at Fambridge Road Campus (FRC), 4:30pm until 7:30pm.

Please find enclosed instructions on how to book appointments online or click on the link on the 'parents' tab on the school website. If you do not have access to the internet, or require assistance making appointments please contact Mrs Demes, College Manager on 01621 879830 (direct dial) who will be happy to help. A 5-minute gap between appointments has been built in to allow movement time. If you have a particular subject concern but are unable to make an appointment, please contact the teacher directly by phone or email. On the evening please enter the school by the Stage Hall entrance, sign in and follow signs to your selected appointments. Appointments are 5 minutes in duration; if you feel you need extra time please make an appointment with the teacher to continue your conversation.

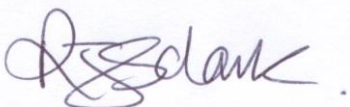
Please note that teachers are only able to meet with parents that have made a prior booking. Unfortunately, due to time constraints this evening is for discussions with subject staff only, however if you would like to see the Tutor please contact them directly to arrange a meeting. Furthermore, if you have a particular subject concern but are unable to make an appointment please contact the teacher directly by phone or email.

You will be able to access the bookings website from **6am, Wednesday 13 November**. Bookings will close on Thursday 21 November at **12 noon**. Should you wish to make changes after this time or have any further queries please contact Mrs Demes. As well as subject teachers, Mrs Pipe, Year 13 Student Achievement and Progression Manager, will be in attendance throughout the evening to talk to parents. All appointments will operate on a first come, first served basis.

Please can I take this opportunity to remind you that any outstanding Work Shadowing paperwork must be returned to Mrs Demes as this will form part of the final Annual Overview Report in Year 13 and any UCAS College/employer's reference. If you have any queries or concerns regarding Work Shadowing, please do not hesitate to contact Mr Barton, Head of Year 12 and Year 13.

I very much hope that you will be able to attend between **4:30pm** and **7:30pm** in order to discuss progress. I look forward to meeting you.

Yours faithfully



Mrs R Clark
Assistant Vice Principal
Plume College