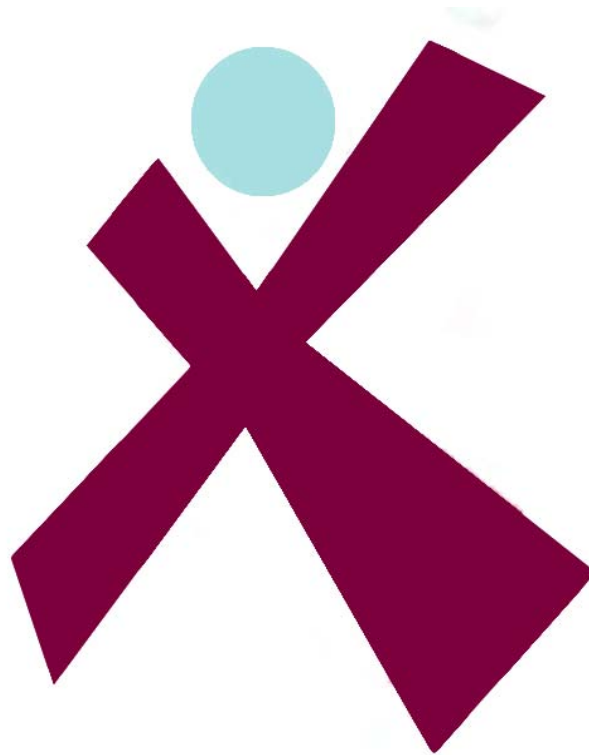


Name: \_\_\_\_\_

# **Sprowston Community High School**



**Parent Consultation Evening  
Year 9**

**Monday 28 November 2011**

# Introduction

The Year 9 Parents' Consultation Evening will take place on **Monday 28 November**. I cannot overstate the importance of such events in terms of ensuring your child's success and well-being at the school. I sincerely hope that either you or a supporting member of your family will be able to attend the evening.

The purpose of the Consultation Evening is to offer you the opportunity to speak to the various members of staff involved in your child's education, to raise concerns and discuss progress. In addition to meeting your child's subject teacher, you may also make additional appointments to meet with the associated Key Stage 3 staff for any specific concerns that can not be dealt with by the subject teachers.

Interviews are restricted to a maximum of 5 minutes and in order to ensure consistency, every member of staff will strive to adhere to this. If you have further concerns and feel that a 5 minutes interview will not suffice, please contact the school and request an alternative meeting with the member of staff in question.

Please do contact us if you have any physical disability concerns so we can address them and make arrangements. Thank you.

If you are unable to attend, simply complete the following page and return this booklet to your child's form tutor, indicating that you are unable to attend.



**D Bidle**  
**Head of Year 9**

# How to use this booklet

- Complete the details on the following page in which you can specify at what times you are able to attend interviews and return this to booklet your child's Form Tutor.
- Your child will then be expected to ask each of their teachers for an interview slot. This will be recorded on the appointment sheet. The responsibility for making the appointments remains with your child.
- If you feel that your child will be unable to make the appointments in this way, please contact the main office and they will attempt to arrange appointments for you.
- Additional interviews can also be arranged with the Deputy Headteacher, the Special Needs Co-ordinator or Head of Year, should you have a specific concern that is not related to a subject matter.
- We will endeavour to ensure you are able to meet all of the staff you wish to see, however due to time constraints, this will not always be possible. If you are unable to meet a specific member of staff, you may arrange for that teacher to either contact or meet you at alternative time.
- Bring this booklet with you to the event; there is a Questionnaire at the back of this book, which I would ask you to complete either before or during the evening.
- At the end of the evening, you may leave this booklet in the allocated box.

## Return Information

Name of student: \_\_\_\_\_

Form: \_\_\_\_\_

Please delete as appropriate:

I/we are able to attend.

I/we are unable to attend/do not wish to attend the evening.

Please use the following boxes to indicate when you are able to attend interview:

- |                                      |                                      |                                      |
|--------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> 4:00 - 4:15 | <input type="checkbox"/> 5:00 - 5:15 | <input type="checkbox"/> 6:00 - 6:15 |
| <input type="checkbox"/> 4:15 - 4:30 | <input type="checkbox"/> 5:15 - 5:30 | <input type="checkbox"/> 6:15 - 6:30 |
| <input type="checkbox"/> 4:30 - 4:45 | <input type="checkbox"/> 5:30 - 5:45 |                                      |
| <input type="checkbox"/> 4:45 - 5:00 | <input type="checkbox"/> 5:45 - 6:00 |                                      |

To help you keep track of your appointments, you can use the following list to indicate the subjects teacher with whom you wish to have appointments.

- |                                  |                                    |                                |  |
|----------------------------------|------------------------------------|--------------------------------|--|
| <input type="checkbox"/> English | <input type="checkbox"/> Geography | <input type="checkbox"/> Drama | <input type="checkbox"/> PC                |
| <input type="checkbox"/> Maths   | <input type="checkbox"/> History   | <input type="checkbox"/> Tech  | <input type="checkbox"/> Learning to Learn |
| <input type="checkbox"/> Science | <input type="checkbox"/> MFL       | <input type="checkbox"/> Music | <input type="checkbox"/> RS                |
| <input type="checkbox"/> IT      | <input type="checkbox"/> PE        | <input type="checkbox"/> Art   | <input type="checkbox"/> CZ                |

If you would like to make an appointment with an additional member of staff to discuss a specific issue please tick the appropriate box below and indicate the reason for the request.

- Mr Bidle - Head of Year
- Ms Wood - Deputy Headteacher, ECM and Services to Students
- Mr Davies - Special Needs Co-ordinator
- Mrs Betts – Y9 Inclusion Co-ordinator
- Options Help desk- Advice to support you through the options process- (no appointment required)**

Reason for request:

# Appointment Sheet

<b>Time</b>	<b>Member of staff</b>	<b>Subject Area</b>
4:00		
4:05		
4:10		
4:15		
4:20		
4:25		
4:30		
4:35		
4:40		
4:45		
4:50		
4:55		
5:00		
5:05		
5:10		
5:15		
5:20		
5:25		
5:30		
5:35		
5:40		
5:45		
5:50		
5:55		
6.00		
6:05		
6:10		
6:15		
6:20		
6:25		

## Notes

You may use this page to make any notes.....

## The Parents' Consultation Evening

- The Interviews will be held in the school's main hall and music room.
- On arrival you will be asked to sign in, you will then be assisted in locating the staff that you need to see.
- Staff will be seated by faculty (rather than in alphabetical order).
- Below are some examples of the kinds of question you may want to ask.

## Example questions you could ask

1. How is my son/daughter progressing?
  - Is class work finished and up to date?
  - Is homework completed with care?
2. What targets should my son/daughter be aiming at?
  - What can he/she do in the short term to improve achievement?
3. What can be done to support your son/daughter in reaching these targets?
  - By parents at home?
  - By teachers at school?
4. Is there any further information that we need to share that will help us to work with your son/daughter?
  - From home?
  - From school?

## Parental Questionnaire

The Governors and Headteacher would like to know 'How well do you think we are doing'. Your answers and comments will be treated in confidence and will be used to improve the running of the school.

Please Tick	Strongly Agree	Agree	Disagree	Strongly Disagree
The school has high expectations of all students?				
My child receives the guidance needed to make good progress.				
I receive the information I need to judge whether my child is making good progress.				
Has the school web site provided you with the information you need about what is happening in school?				
I understand target levels and current performance levels.				
My child is making the progress I expect.				
My child knows where to go for help and advice whilst at school.				
I know who to approach if I have concerns				
The school encourages my involvement in the school and in my child's progress.				
The school promotes a healthy lifestyle	Yes <input type="checkbox"/>		No <input type="checkbox"/>	

### About my child

	Yes	No
My child takes part in an after school club or school sports team.		
My child has experienced bullying		
My child walks or cycles to school most of the time		
My child is happy at school		
My child has taken part in a school trip		
My child has taken part in a charity event at school		

The best thing I like about Sprowston Community High School is...

The one thing I would like to see changed at Sprowston Community High School is...