



# Brine Leas School

An Academy

Believe • Learn • Succeed

November 2019

## Re: Year 11 Parents' Evening

Dear Parent/Carer

Whilst Year 11 Parents' Evening is not until Thursday 16th January 2020, I would like to inform you of a change to the normal procedure of booking appointments, which is based on your feedback from last year.

Some parents found it difficult to book appointments for all of the core subjects (Maths, MFL, English and Science). As a result we will be changing how these appointments are booked.

This is how the new process will work:

1. Parents select one or more time slots that they are able to attend. Time slots are 4:00 – 5:15pm, 4:45 – 6:00pm, 5:15 – 6:30pm. You are able to select more than 1 time slot.
2. The BLS support staff will pre-book appointments for the 4 core subjects based on this time slot selection during December 2019.
3. Parents will be able to see when these appointments are before the rest of the appointment slots are opened for non-core subjects to be booked.
4. All other appointment slots will be opened for parents to book non-core appointments straight after the Christmas holidays.
5. Booking for all non-core appointments will close on Monday 13<sup>th</sup> January 2020.
6. Parents' Evening is on Thursday 16<sup>th</sup> January 2020.

As ever, we will fully evaluate the effectiveness of this booking process and ask for your feedback via the parental survey which will be available on the 16<sup>th</sup> January 2020.

We will aim to keep appointments within your chosen time slots wherever possible and would appreciate as much flexibility as possible.

Should you have any queries, please do not hesitate to contact myself or Mr Ward at school.

Headteacher  
David Cole

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Please complete the slip below and return it to the Drop Box by Student Reception no later than Friday 29<sup>th</sup> November 2019.

Yours faithfully



Mrs Lucy Darling  
Assistant Headteacher  
LDG/SJ/PWD

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**REPLY SLIP – YEAR 11 PARENTS’ EVENING – THURSDAY 16<sup>TH</sup> JANUARY 2020.**

Child’s name..... Progress Group.....

Full Name of Parent(s) who will be attending appointments

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Time Slot Selection (you can tick more than 1)

- 4:00pm – 5:15pm
- 4:45pm – 6:00pm
- 5:15pm – 6:30pm

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