



COX GREEN SCHOOL

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23 February 2017

Dear Parents/Carers

KS5 PARENTS' EVENING - Monday 6 March 2017

I would like to invite you to the **KS5 Parents' Evening on Monday 6 March 2017**. The evening will give you the opportunity to meet with subject teachers to discuss your child's academic progress.

The evening will take place between **4.30pm and 7.00pm** in the Gym and adjacent rooms. Entry will be via the Gym entrance, opposite the Community Centre and we kindly ask that you sign in and out. To ease congestion, we request that you park in the upper school playground to the left of the school, as sign posted on the evening, and walk around to the Gym.

Please book your Parents' Evening appointments with your child's main class teachers using Insight, our online booking system. For families who are new this academic year, please use the login details issued to your child in Tutor Group. Keep your login details safe and do not share them with anyone. These are the login details for your family. For students who attended Cox Green School previously, a reminder of your user name has been given to your child. If you have forgotten your password, please use the password reset option on the Insight login page. For further help please contact us via enquiries@coxgreen.com.

Insight will be open for appointment bookings from 4:30pm on Monday 27 February and closes at 4:30pm on Thursday 2 March 2017. If you do not have access to a computer, please either telephone the office or send your child to their teacher to make the appointments.

If you wish to speak to your child's Academic Mentor, please telephone the school to speak with them directly. You will not be able to speak to them regarding Tutor issues on this evening. Due to the limited number of slots available you will only be able to book one 5 minute appointment with each main class teacher. If multiple appointments are made with the same teacher, the additional slots will be removed. We recommend that you allow a slot between each appointment, where possible.

Please could all Year 12 and 13 **Further Maths** students make appointments with Mr Morris **ONLY** for mathematics. All other students in Year 13 should make appointments with Mr Haghazali.

If you are unable to make an appointment with a staff member and have a particular need to see them, please contact that member of staff directly to make an alternative appointment. If you have any queries regarding this evening or questions regarding EPQ, please contact Ms Burchmore directly.

I look forward to welcoming you to the school on Parents' Evening and may I remind you that students attending should be in Sixth Form business dress.

Yours sincerely

Ms L Kiely
Achievement Leader KS5

