



4 January 2018

Dear Parents/Carers

YEAR 11 PARENTS' EVENING - Monday 15 January 2018

I would like to invite you to the **Year 11 Parents' Evening on Monday 15 January 2018**. 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. 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 8 January and closes at 4.30pm on Thursday 11 January. 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 Form Tutor, 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.

We kindly ask that when making a booking with a Science teacher please **ONLY** book an appointment with **one** Science teacher as per the table below (i.e. if your child is in class 11Z/Sc2, the appointment must be made with Mr Shields only).

| Class | Science Teacher | Class | Science Teacher |
|---------|-----------------|---------|-----------------|
| 11Z/Sc1 | Ms Steele | 11Z/Sc4 | Ms Winchcombe |
| 11Z/Sc2 | Mr Shields | 11Z/Sc5 | Ms Bennett |
| 11Z/Sc3 | Mr Foster | 11Z/Sc6 | Ms March |

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.

I look forward to welcoming you to the school on Parents' Evening and may I remind you that students attending are to be in full school uniform.

Yours sincerely

Mr M Foster
Head of Year 11 / KS4 Personal Development, Behaviour & Welfare Lead