



# ASTLEY COMMUNITY HIGH SCHOOL

One of the Seaton Valley Federation of Schools

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**Executive Headteacher:** John Barnes

**Head of School:** Graham Scott

Our Ref : AI/Year12ParentsEvening/14.10.2020

14<sup>th</sup> October 2020

Dear Parent/Carer,

## Year 12 Parents Evening - Wednesday 11th November 2020

There will be a Year 12 Parents Evening on Wednesday 11th November. Given the current government guidance, this will not be able to be hosted in the usual way in the main school hall. I think we would all prefer face to face meetings, however, with this not being possible, we still want to ensure that we can have a purposeful conversation to support you in ensuring that your child achieves their potential this year.

Therefore, we have decided that this year we will host appointments via telephone. The School Booking System will enable you to make an appointment to receive a telephone call at your desired time, from the subject staff that teach your child.

The booking system will go live Thursday 22nd October at 8:00am. The booking system will close at 3:00pm on Monday 9th November. Please be mindful of the following when making your bookings:

- Appointments will be available between 3:45pm and 6:30pm.
- Appointments will be offered on a first come first served basis, so please book your appointments as soon as possible to ensure a time that is convenient for you.
- Please ensure you leave a suitable gap between appointments to allow time for one call to finish and another to begin.
- Please make only **one appointment per subject area** i.e. if your son/daughter is taught by two teachers in the same subject, please only make an appointment with one of them.
- When making your booking, there is an option to leave a 'booking message'. Please use this option to enter your preferred contact number. If this is not completed, we will use the 'priority 1' contact number that we have on file.
- There will be an opportunity for all parents/carers to make an appointment with Mr Day who is our Sixth Form Student Support Officer. If you wish to discuss anything that falls outside of progress in subject areas i.e. attendance, pastoral support or you simply wish to update us on any family/home circumstances that we may not be aware of then please make an appointment with him.
- If for any reason you cannot access the booking system, please contact the main school reception who will be happy to make an appointment on your behalf.

On the evening, we would ask you to be mindful of the following as you wait for your appointments to begin:

- All appointments will be kept strictly to 10 minutes, and it will be important that appointments do not over run. Where necessary, staff will politely let you know if the end of your appointment is approaching. We apologise in advance if some conversations need to be cut short in order for us to not to be late for other appointments.
- Please be available 10 minutes before and after your appointment slot, in case of any unforeseen delays.
- Please ensure your phone is not on silent.

- If our first attempt to call you is not successful, we will try one more time immediately after. If the second call is not answered then we will consider this a missed appointment and no further attempts will be made.

We look forward to speaking with you on the day. If you have any questions or queries please do not hesitate to contact me at the school.

Yours Sincerely



Mr Adam Ironside  
Assistant Head Teacher  
Head of Sixth Form