Dear Parents/Guardians

You are cordially invited to our annual Parent/Teacher consultations, during which you may take the opportunity to discuss your child’s schooling with their teachers.

To ensure that this event runs smoothly, please read the following information.

- All interviews will be held in the School Multi Purpose Hall between 3pm – 5.45pm and 6.30pm – 8pm.

- Interviews must be pre-booked by your child, with each teacher using the appointment timetable on the reverse of this sheet. (Early booking is advised to avoid disappointment, so it is up to your son/daughter to see their teachers to make the appointments as soon as possible.)

- Interviews will be restricted to a 5 minute time limit. (If you feel a longer discussion is needed, please arrange a mutually convenient time, other than on this evening, with the teacher concerned.)

- To help you locate and identify teachers, a faculty seating plan is shown overleaf and each teacher will be wearing a name badge.

- To help focus your discussions with your child’s teacher, please bring with you their most recent report that you have received, together with this appointment sheet.

- If you have more than one child at the school, make sure they do not book your appointments to see different teachers, at the same time.

- Apart from the subject teachers, Mr. W Parkes (Principal), Mrs. K Chapman (Deputy Principal), Mr. R Morrow (Deputy Principal) and the Year Advisers, will be available for interviews if requested.

- If you are unable to attend this event, but wish to discuss your child’s schooling with particular teachers, please contact the school to arrange a mutually convenient time to meet.

Mr Hari Sharan  
Staff Liaison

Mrs A Mathew  
Staff Liaison

Parent/Teacher Evening Co-ordinators.