Dear Parent/Carer,

**S3 PARENTS’ EVENING TUESDAY 8TH NOVEMBER**

I am pleased to confirm that our S3 Parents’ Evening will take place on **Tuesday 8th November from 5.00-7.00pm.** This evening will be hosted in The Robert Burns Academy, and will allow you to engage with your child’s teachers and hear about their progress during their first term of this academic year.

Parents and carers should make their way to the main reception of the campus where they will be asked to sign in and sign out when leaving. There will be pupils and staff on hand to direct you to where the appointments will be held.

**CONVERSATIONS WITH TEACHERS**

Many of our teachers have more than one S3 class which means each slot is limited to five minutes per appointment. We want to ensure you receive the best possible feedback in terms of your child’s current attainment level, skills development and next steps in learning. Unfortunately there will be limited time for informal conversations as we want to ensure we use the five minutes to give you the best possible academic feedback for your child.

**GUIDANCE ON BOOKING APPOINTMENTS**

Your child will be issued with a booking sheet and will be responsible for making appointments with teachers. Appointments will be issued on a first come, first served basis. If your child has more than one teacher for a subject, only one of these teachers will be available, our staff will make this clear to any classes this applies to. With limited appointment slots this allows us to ensure parents maximise their access to teachers. For this same reason we will also only allow one booking per student to teacher. Please note, in many cases, **the number of pupils allocated to a teacher, exceeds the number of appointments slots available.**

If you are unable to make an appointment with a teacher due to lack of appointment spaces, but really need to speak with them, please alert the Principal Teacher of Guidance or Depute Head Teacher from your child’s house, who will be will be in attendance. Our Support for Learning department have also been working closely with pupils, parents and carers regarding additional support needs and will be available to speak to.

If you have any questions, please contact the school office.

Yours Sincerely,

P. McGurn

Depute Head Teacher