

## Department of Education

Director: John Wilson BSc (Hons)  
Council Offices, 211 Main Street, Barrhead, East Renfrewshire G78 1SY

## Mearns Castle High School

Head Teacher: Dean T Smith MA  
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**Our Ref:** BO'D/AG

**Date:** 2 February 2011

Dear Parent/Carer

S2 reports will be issued on Monday 20 February 2012. You will be given information on the level at which your son/daughter is working in each subject and the steps he/she should take to maintain progress or improve performance. I would also like to remind you that our S2 Parents' Meeting will take place on Monday 27 February 2012 **between 16:30 and 19:00** when you will have the opportunity to discuss progress with subject teachers.

On Wednesday 15 February 2012 your son/daughter will also receive an appointment card for the Parents' Meeting. Please sign the card and if you are attending ask your child to make appointments directly with his/her class teachers. If you are not attending the meeting please advise us by signing and returning the card to the school.

You may want to consult the report to decide which teachers you definitely wish to see as you may feel it is not necessary to see all teachers. Some teachers have two or more classes in S2 and as a result you may not be able to make an appointment. If this is the case and you would like more information from that teacher, then please let me know.

All pupils must hand their card with the completed appointments to their Maths teacher P6 on Wednesday 22 February 2012. **For your own comfort we recommend that appointments are made 5 minutes apart.**

### On the Day

The Bus Park and the laybys will be available for parking. You should enter by the front door that is situated at the Bus Park end of the school. Senior staff and pupils will be on hand to help you after you have registered at the front door where a location map will be provided.

Teaching staff will be situated in the Open Area and ground and first floors of the extension. I would ask that any parent who has a disability which may make movement between these areas difficult, contact me by Wednesday 8 February 2012 to allow us to make appropriate arrangements.

You will be given a map on the evening, indicating the area in which subject teachers can be found. Please take a seat near the teacher, who will call for you when your appointment is due. We would ask that you help us and other parents by keeping to the allocated 5-minute appointment time. If a longer discussion is required it is better to arrange that for another occasion. As this is a busy event we would prefer that you do not bring your children. If this is not possible, please ensure that they remain with you at all times.

Tea and coffee will be available in the Open Area.

Pupil Support Advisers will be available to meet parents of pupils in their caseload and appointments can be requested with Advisers by either using the card or just by turning up at the Pupil Support Room. Support for Learning and Behaviour Support Staff are also available to take appointments.

I will be available to discuss any issues with parents and I look forward to meeting many of you on the evening. Please feel free to introduce yourselves to me and stop for a chat.

Yours faithfully

B O'Donnell  
**Depute Head Teacher S2**