

**Department of Education**

**Director:** John Wilson BSc (Hons)

Council Headquarters, Eastwood Park, Giffnock, East Renfrewshire G46 6UG

**Mearns Castle High School**

**Head Teacher:** Dean Smith MA

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**Our Ref:**

**JMcK/HMcK**

**Date:**

**20 February 2012**

Dear Parent/Carer

I am writing to remind you that our S3 Parents' Meeting will take place on **Tuesday 13 March 2012 between 16:30 and 19:00.**

Please note that no written report will be issued prior to the Parents' Meeting.

Your son/daughter will receive an appointment card on Friday 2 March 2012. Please sign the card and if you are attending ask your child to make appointments directly with his/her class teacher. If you are not attending the meeting please advise us by signing the card.

**Please Note:**

**For your own comfort we recommend that appointments are made 5 minutes apart.**

**Parking**

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.

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.

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 29 March 2012 to allow us to make appropriate arrangements.

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 Base. Members of Support for Learning and Behaviour Support will also be 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 us and stop for a chat.

Yours faithfully

J McKenna

Depute Head Teacher S3