



**Bellahouston Academy**  
30 Gower Terrace  
Glasgow G41 5QE  
**Phone:** 0141 582 0030  
**Email:** Headteacher@bellahoustonacademy.glasgow.sch.uk

**Head Teacher**  
Barry Mochan BA(Hons)

17<sup>th</sup> of November 2021

Dear Parent/Carer,

### **S5-S6 Parents' Consultation Evenings: Monday the 29<sup>th</sup> and Tuesday the 30<sup>th</sup> of November**

As you may be aware, it is not currently possible for schools to invite parents onto their premises for Parents' Consultation Evenings; as a result, we have developed an alternative format for these evenings which will allow parents the opportunity to speak with their child's class teachers, and discuss their child's progress. Our S5-S6 Parents' Consultation Evenings will take place on Monday the 29<sup>th</sup> and Tuesday the 30<sup>th</sup> of November, and telephone appointments will be used to establish contact between class teachers and parents.

#### **How Do Parents Make Appointments With Class Teachers?**

The process for making appointments is very similar to the one which would typically be used for in-person Parents' Consultation Evenings. Each pupil will be issued with a paper copy of an appointment sheet, and will see their class teacher to make an appointment in one of the available slots, should their parent wish to make an appointment. Pupils should avoid making appointments for consecutive slots, in order to minimise the possibility of more than one teacher attempting to contact the same parent simultaneously.

If a class teacher would like to speak to a particular pupil's parent/carers, they will ask the pupil to:

- make an appointment;
- make their parent aware that an appointment has been made.

Parents/Carers are asked, using the slip provided at the bottom of this letter, to give the name of the parent/carers who will be taking the call, and the phone number on which they will be contactable. The name of the parent/carers and the phone number provided must match the pupil contact list the school currently holds for the pupil; if not, due to data protection protocols, the call cannot be made. The slip should be returned to the school office as soon as possible, and no later than Wednesday the 24<sup>th</sup> of November.

#### **Why is the Parents' Consultation Evening Taking Place Over Two Consecutive Evenings?**

We anticipate that there will be high demand for appointments, as our S5-S6 pupils are currently studying for SQA qualifications. We have organised each evening by Faculty/Department, to lessen the possibility of more than one teacher attempting to make contact with the same parent simultaneously. On **Monday the 29<sup>th</sup> of November**, the following Faculties/Departments will make their scheduled calls:

- Mathematics;
- Technologies;
- Health and Wellbeing;
- Modern Languages;





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- Art.

On **Tuesday the 30<sup>th</sup> of November**, the following Faculties/Departments will make their scheduled calls:

- English;
- Science;
- Humanities;
- Performing Arts;
- Inclusion.

### How Will Each Appointment Work?

Class Teachers will call parents at their allotted time; unfortunately, we cannot offer parents the opportunity to call in to speak with the class teacher on these evenings.

Class teachers have been advised, when calling parents, to follow an appropriate structure for each appointment to ensure that the key points can be covered in the available time.

- The teacher will confirm that they are speaking to the named contact;
- The teacher will describe the pupil's strengths and areas for development, and next steps (including any forthcoming deadlines);
- The teacher will answer any questions the parent may have regarding the progress of their child.

So that as many parents as possible can be accommodated, appointments will be strictly limited to a duration of 5 minutes.

I hope that the S5-S6 Parents' Consultation Evenings are successful in giving you a clear and detailed impression of the progress your child is making, and that, following this evening, you feel more confident in supporting their learning at home. If there are any issues you would like to discuss regarding the arrangements outlined above, please contact me at the school.

Yours Faithfully,

Barry Mochan  
Headteacher  
Bellahouston Academy





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**S5-S6 Parents' Consultation Evenings: Monday the 29<sup>th</sup> and Tuesday the 30<sup>th</sup> of November**

I have read and understood the details above regarding the arrangements for the S5-S6 Parents' Consultation Evenings on Monday the 29<sup>th</sup> and Tuesday the 30<sup>th</sup> of November.

Name of Pupil: \_\_\_\_\_ Class: \_\_\_\_\_

On Monday the 29<sup>th</sup> of November, calls will be taken by:

Name of Parent/Carer: \_\_\_\_\_

Relationship to Pupil: \_\_\_\_\_

Contact Number: \_\_\_\_\_

On Tuesday the 30<sup>th</sup> of November, calls will be taken by:

Name of Parent/Carer: \_\_\_\_\_

Relationship to Pupil: \_\_\_\_\_

Contact Number: \_\_\_\_\_

**This section need only be completed if the details are different from those entered above for Monday the 29<sup>th</sup> of November.**

I understand that these details entered above must match those that the school currently hold for the pupil, or it will not be possible for the class teacher to make the arranged call.

Please ensure that this slip is returned to the school office no later than **Wednesday the 24<sup>th</sup> of November.**

Signed:

Date:

