

Our Ref: MA/CO
Your Ref:
Contact:
Tel: 01236 632161
E Mail: school_office@airdrie.n-lanark.sch.uk
Date: 1st November 2018

Dear Parent/Carer,

S1 PARENTS' EVENING: TUESDAY 13th NOVEMBER 2018 4.00 – 6pm

I would like to take this opportunity to extend an invitation to you to visit the school on Tuesday 13th November 2018 to meet your son's/daughter's teachers (subject and Pupil Support) in order to discuss progress to date. This is a very important evening and I hope that you will make every effort to come along. Meetings will take place in the Social Area.

Your son/daughter will be responsible for making appointments with staff, using the attached form. Appointments with each teacher should last a maximum of 5 minutes and it is advisable that a gap of at least 5 minutes is left between your appointments. Please prioritise the teachers you want to see as there is insufficient time to see all. Please also note that class teachers will not be able to see every pupil in the class on one night.

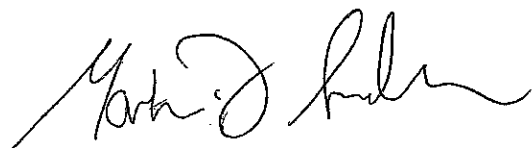
Please note that this form is the only record you will have of the appointments made, and you should therefore, bring it with you on the evening.

Pupil Support Staff and other Senior Staff will also be present on the evening.

If there are any difficulties in making appointments, please contact your child's Pupil Support Teacher at the school.

I look forward to meeting you on the evening.

Kind regards,



Mr Anderson
Head Teacher

AIRDRIE ACADEMY



S1 PARENTS' CONSULTATION EVENING: TUESDAY 13TH NOVEMBER 2018

INTERVIEW APPOINTMENT FORM

Pupil's Name: _____ **Class:** _____

Interviews should be arranged with subject teachers by pupils on behalf of their parents. At least five minutes should be left between interviews.

Time	Teacher's Signature	Subject	Time	Teacher's Signature	Subject
4.00			5.00		
4.05			5.05		
4.10			5.10		
4.15			5.15		
4.20			5.20		
4.25			5.25		
4.30			5.30		
4.35			5.35		
4.40			5.40		
4.45			5.45		
4.50			5.50		
4.55			5.55		

Staff arranging an appointment directly with a pupil should sign at the agreed time and add to their list already issued.

AIRDRIE ACADEMY



S1 PARENTS' CONSULTATION EVENING: TUESDAY 13TH NOVEMBER 2018

INTERVIEW TIMETABLE

Teacher's Name: _____

The Interview Timetable below should be used in conjunction with the INTERVIEW APPOINTMENT FORM which has been issued to S1 pupils. Pupils have been instructed to arrange appointments on behalf of their parents. Teachers should sign the Pupil's Interview Form and make a corresponding entry in their own Interview Timetable below. So that TEACHERS will not be kept waiting, parents have been asked to leave a gap of at least 5 minutes between interviews. So that PARENTS will not be kept waiting, teachers (especially those with many interviews) are strongly reminded of the need to limit the interview to 5 minutes. It is, of course, possible, in exceptional circumstances, to make an extra appointment to see parents at a mutually convenient time during the school day.

Time	Parent	Class	Notes
4.00			
4.05			
4.10			
4.15			
4.20			
4.25			
4.30			
4.35			
4.40			
4.45			
4.50			
4.55			
5.00			
5.05			
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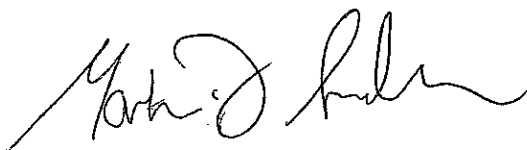
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FOR INFORMATION ONLY