

January 2011

Dear Parents,

Year 11 Parents' Consultation Evening
Tuesday 25 January 2011

I am pleased to invite you to this consultation evening, when you will have the opportunity to discuss your child's general progress with subject teachers and form tutors. Subject teachers will be located as shown on your appointment sheet. You will also have the opportunity to talk to members of senior staff and by appointment, the Head of Year.

Mrs Jacky Duffy, our Youth Connexions Advisor will be present on the evening (located at the far end of the library) and will have a limited number of 10 minute appointments available. If you wish to speak with Mrs Duffy, your son/daughter needs to make an appointment by seeing Mrs Darnell in Reception prior to the evening. If you have not made an appointment and still wish to see her on the evening you can do so on a drop-in basis if she is free.

To enable greater flexibility when arranging specific time slots with subject staff, the evening will start at 5.00 p.m. Individual subject staff have been given the opportunity to identify the **three hours** they will be available for consultation on the evening. For the evening to run smoothly it is therefore vitally important that your son/daughter **plans** the sequence of appointments and the time of the appointment is adhered to. If you have more to discuss with a teacher than can be concluded within the available time, then I ask that you arrange another, mutually convenient, time.

Your daughter/son is expected to attend with you on 25 January and we look forward to seeing you then. If you wish to discuss your child's progress but are unable to attend on the evening, please contact his/her form tutor to make an appointment.

I am aware that some parents will be coming to this evening straight from work. You will therefore be pleased to learn that refreshments, provided by Cucina, our caterers, will be on sale in the Dining Hall from 5.00pm onwards.

I should be grateful if you would return the reply slip below to your child's form tutor.

Yours sincerely

E Hitch (Mrs)
Headteacher

Return to: Form Tutor

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Pupil's name: **Form:**

I / We* shall / shall not* be attending the consultation evening on the 25 January with our daughter/son.

* *delete as necessary*

Parent's signature: _____ Date: _____

BEAUMONT SCHOOL
ST ALBANS
YEAR 11 CONSULTATION EVENING – TUESDAY 25 JANUARY 2011

We hope that students and parents will make full use of this Consultation Evening. There will be opportunities to see, in addition to subject teachers, your Year Tutor, the Pastoral Leader and Assistant Headteachers. Please bear in mind the following points:-

1. On Consultation Evenings some teachers have to see the parents of as many as 30-40 pupils and so please try to keep your consultation short. If you wish to discuss the matter in depth, please make an appointment to see the teacher on another occasion.
2. If a teacher takes the initiative and makes an appointment to see you, please keep it or contact the teacher by telephone at the school, (01727 854726) so that consultation can take place.
3. Please allow 5 minutes between appointments if you have to travel from one location to another.

LOCATIONS OF STAFF

ROOM 57	LIBRARY	ROOM 40	HALL	SIXTH FORM COMMON ROOM
Art	Learning Support Careers History Geography	Drama Performing Arts Technology	Science Music ICT Religious Studies Business & Economics	Languages

ROOM 6	ROOM 7	ROOM 8	ROOM 9	ROOM 11
PE	English	English	Maths	Maths