



Horsforth School

Parents' Evenings:

A Guide

Opportunity and Achievement for All

What is the purpose of the evening?

Parents' evenings are just one of the mechanisms that school can use to communicate with parents/carers. It is an important opportunity for a two-way dialogue where you can discuss how your son/daughter is getting on in school with individual subject teachers and ask any questions you may have about your son/daughter and their learning.

Please remember that important data that demonstrates your son/daughters' progress and attitude to learning in each subject area is available all year round on the School Parental Gateway (please see the school website for more information regarding this) in addition to Parents' Evenings and school can of course be contacted directly at any time if there is an issue with your son/daughter that you would like to address urgently.

Who will be available for me to see?

Who:	Why:
Subject teachers	To give feedback and answer questions regarding a student's individual progress and attitude to learning in a specific subject area
Leadership Team member linked to that year group	To assist all parents/carers with any general queries or specific concerns that they may have on the evening
Leader for Learning: Inclusion (Mrs A Wilson)	To discuss any additional support your son/daughter may already have or possibly need in school
Careers advisor (Mrs P O'Donnell)	To give advice on options and career pathways - available for drop-in appointments from Years 9 upwards (including sixth form)

You will **not** however have the opportunity to meet with your son/daughters' form tutor on the evening – if you have any specific pastoral related issues please contact school directly on pastoralhub@horsforthschool.org to arrange a separate meeting.

When are the Parents' evenings scheduled for?

We schedule one parents' evening per year group throughout the academic year (except for Year 7 who have two – one 'Settling-in Evening' in the first half term and an academic review later in the year). The dates of the evenings are available in the annual 'Key Dates' document and on the 'Calendar' page of the school website.

How do I make an appointment?

Booking is done by parents/carers themselves up to 2 weeks prior using an online booking system

(<http://www.horsforthschool.parentseveningsystem.co.uk>). A personal log-in will be sent via text message to parents/carers prior to the Parents' Evening. Instructions about how to book appointments are available on the back of this leaflet and via the school website. If you have any problems logging on or do not have access to the Internet then please do not hesitate to contact the school directly to ask for assistance.

Please be aware that printed copies of individual appointments are not available on the evening and so you will need to bring your own copy with you.

How long do I have with each teacher?

The evenings' are held in the main school hall/library from 4.30-7.30pm and parents/carers can book 5 minute appointments with up to 8 different subject teachers throughout the evening. If you need to discuss issues with a particular teacher that may take longer than the allotted five minutes then please arrange a separate meeting with them at a later time.

What do I do if the teacher I want to see is absent/fully booked?

On occasion staff may be unwell or unable to attend the parents' evening. If you have been unable to see a particular member of staff then copies of a 'Contact Request' form are available at the front desk for you to complete and hand in before leaving – this form will then be handed to the member of staff concerned and they will then contact you to either arrange another suitable time to meet or to discuss your son/daughters' progress over the phone.