



Horsforth School

Lee Lane East Horsforth

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Headteacher: Dr P C Bell

Our ref: PCB/CLW/RBA

13 June 2024

Dear Parent / Carer

Year 7 Parents' Evening – Thursday 13 June 2023

We are delighted to be able to invite you to a face-to-face Parents' Evening for our Year 7 students on **Thursday 13 June** between **4.00p.m. and 7.30p.m.** This will allow subject teachers to discuss the current progress of your son/daughter and provide support and guidance for improvement in the future.

Appointments will be five-minute, face to face meetings at a pre-arranged time with subject staff and will take place in the main school building (please enter the building via the main entrance on Lee Lane East).

To book appointments you will need to access the **online booking system** which allows you to choose your own appointment times with teachers. You will be able to book up to 8 appointments (subject to availability.) To maximise fairness for all parents, bookings will be available from **6.00pm Monday 3 June** and will remain available until midnight on **Wednesday 12 June**. Please click **here** to access the booking system and make your appointments. Please ensure that you log in with the correct child's name should they have siblings in school. Once you have booked your appointments you will receive an e-mail confirming your appointment times, please keep this safe.

If you do not have internet access, please contact Miss H Murphy the KS3 Administrator on 0113 226 5454 ext. 103 or via email at pastoralhub@horsforthschool.org who will be happy to add appointments on your behalf.

Unfortunately, there are limited numbers of appointments during the evening and these are filled on a first come first served basis. Some staff do teach more than one group and so their appointment slots will fill more quickly. If you have been unable to make an appointment for this reason (or if a member of staff is unavoidably absent on the evening) and you would like some feedback, please complete a contact request form which can be found at the signing in desk on the evening. The staff member will then contact you in due course.

Some students also have more than one teacher per subject, in this case a key teacher is allocated, meaning you will see only one teacher per subject who can give you an overview of the whole subject.

'Opportunity and achievement for all'

Transition Classes ONLY – Geography, History and Religious Studies

If your child has the same teacher (Miss C Lewis) for these subjects, please just book one appointment in which discussions about both can take place.

Alternatively, you could book the two subject appointments back-to-back with that one member of staff if necessary / there is space available to do this.

Prior to attending the Parents' Evening, you may find it useful to access the Horsforth School Parent App where you will find regularly updated useful information about your son/daughter's attendance, progress and achievements, including their most recent Progress Review grades and Attitude to Learning Scores.

On the evening a member of the SEND team will also be available, each offering drop-in sessions with no appointment necessary.

Finally, could I please ask you to ensure that you sign in on arrival at School so that staff are aware that you have arrived for your appointment and to please sign out again on leaving the School building. We would also appreciate your consideration for local residents by ensuring that you do not infringe the parking regulations on Lee Lane East.

We would strongly encourage you to attend and look forward to seeing you on the evening.

Yours sincerely

Mr C Jacques
Year 7 Co-Ordinator