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10 December 2021

Dear Parents/Carers,

Year 7 Subject Evening for Parents/Carers

Monday 17 January from 4.30 – 7pm

It is with pleasure that I write to inform you of the arrangements for the Year 7 Subject Evening.

Following parental feedback, we are aiming if possible for this event to happen face to face on school site. We are continuing to follow national guidelines on events in school, and this will be moved to a virtual event in the same time slot if we are advised to do so. In order to facilitate an on-site event the following measures will be in place.

- Everyone attending the subject evening **MUST** wear a face covering unless medically exempt.
- All visitors need to complete a lateral flow test before coming into school.
- Teachers will be spread out into a variety of rooms, clustered by subject to ensure rooms are not overcrowded. In order to facilitate appointments in a variety of rooms, the system will build in travelling time for you to move from one room to another.
- Social distancing measures will be in place, and hand sanitiser available throughout school.

All bookings for subject evening will be done via SchoolCloud, where you can select which subject staff you would like to have a discussion with. **Appointments can be made from Thursday 6 January, 4pm and will close on Monday 17 January, 9am.**

The attached guide will step you through the process of booking appointments.

A number of students may have two teachers in some subjects, and where this is the case, the system will allocate you one of these to book with.

As this is a subject evening, you will be unable to book appointments with your child's Form Tutor due to their subject commitments. If you do wish to speak to them at any point during the year then please contact them directly via email.

In some subjects, the number of students taught by each member of staff is significant and appointments may fill up. We will open additional appointments after this event if required, and these will take place on Monday 24 January.

All appointment lengths are 5 minutes, and we would encourage you revisit the attainment and engagement information shared at our first report cycle via Go4Schools and to start with any specific questions to ensure there is sufficient time for these to be answered. We would advise that if you need longer with a member of staff they might ask you to make an appointment to speak to them at

another time, in order to keep the evening running smoothly. Mr Royle as Year Leader and members of the senior leadership team will be available for any general questions in the student services area.

If you have any issues or queries with booking appointments then please contact data@northleamington.co.uk.

Mr Carl Royle

Head of Year 7