

Headteacher: Mr S Woods

September 2017

Upper Shirley High School  
Bellemoor Road  
Shirley  
Southampton  
SO15 7QU

Dear Parent/Carer,

**Whole School Tutor Evening: Thursday 28<sup>th</sup> September, 4:30 - 7:30pm**

We would like to invite you and your son/daughter to attend our Tutor Evening on Thursday 28<sup>th</sup> September between 4:30 and 7:30pm.

The evening will provide an opportunity for parents to meet with tutors and discuss settling in, attendance, behaviour and social aspects of your child's experience at school so far. It is an excellent forum for you to ask questions and raise any concerns you may have. Students are invited to accompany their parent(s).

The evening will be by **appointment only** and the allocated time for each tutor meeting is five minutes.

Appointments need to be made using our online booking system, the link to this site is:

<https://uppershirleyhigh.parentseveningsystem.co.uk>

At the login page please enter details for you and your child; please ensure you enter your child's legal name and date of birth in the format requested (dd/mm/yyyy). For ease, a short guide on how to add appointments is included with this letter. This system allows you to choose an appointment time with your child's Tutor. Once your booking has been made, you will receive an email confirmation. Administrative support will be available in reception during the evening and appointment times will be displayed outside of classrooms.

The booking system will open on Thursday 14<sup>th</sup> September at 6pm and will close on Wednesday 27<sup>th</sup> September at 11.55pm. You are encouraged to make your appointment as soon as possible, as availability is on a first come, first-served basis. If you do not have access to the internet, please contact the School Office who will be happy to make an appointment on your behalf.

**Other available staff:**

- Representation from the Senior Leadership Team and Year Lead team will be available on the evening.
- A member of our Guidance Team, Mrs Karen Wright, will also be available on the evening to see parents of students who may need emotional support. To arrange a meeting please contact Mrs Wright by email: [Karen.Wright@ushschool.org](mailto:Karen.Wright@ushschool.org).

The Tutor Evening does not replace our Parents Evenings where the academic progress of your child is the main focus of discussions; details of these can be found in the School Calendar on the website.

As parking is limited at the School, our playground will be available for car parking. Please contact us if you have a disability and we will assist with access where possible.

We look forward to seeing you in School on 28<sup>th</sup> September. If you have any queries or concerns regarding the evening please do not hesitate to contact me: [Julie.Prince@ushschool.org](mailto:Julie.Prince@ushschool.org)

Yours sincerely,

Julie Prince  
School Business Manager