

February 2018

Headteacher: Mr S Woods

Dear Parent/Carer,

Year 7 Parents' Evening
Thursday 22nd February, 4:00 - 7:30pm

Upper Shirley High School
Bellemoor Road
Shirley
Southampton
SO15 7QU

We would like to invite you and your son/daughter to our Year 7 Parents' Evening on Thursday 22nd February between 4pm and 7.30pm. You will be able to come in, by appointment, to talk to the members of staff who teach your child. It is our expectation that your son/daughter accompanies you.

The purpose of our Parents' Evenings:

They are designed to discuss your child's progress, celebrate successes and achievements, identify strengths and areas for development, share any concerns, and agree how, together, we can best support your child. Appointments are only five minutes each. If you wish to talk for longer than the allocated time, please contact Reception after Parents' Evening to arrange an opportunity to speak to the relevant member of staff in more detail.

How to make your booking:

The online booking system is available at: <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 your own appointment times with teachers. Once bookings have been made, you will receive an email confirming your appointment times. IT support will be on offer in reception during the evening, and appointment times will be displayed outside of classrooms.

Booking Window:

The booking session will be open on **Thursday 8th February** and will close on **Wednesday 21st February** at 11.55pm. You are encouraged to make your appointments as soon as possible, as availability is on a **first come, first served basis**. **As Ms Dibden teaches all year 7 students for RS, please only make appointments if you have a specific issue to discuss.**

If you do not have access to the internet, please contact the School Office who will be happy to add appointments on your behalf. If you are not able to make an appointment through this system due to staff being fully booked, please do not worry, an appointment can be made to see the teacher on an alternative day.

Use of the Crèche:

We will be offering parents' the use of our crèche on this evening if they need childcare for younger children. This facility is available for children aged 4-11 years and can be booked through our online booking system.

Crèche:

A crèche facility is being offered during the evening and is also bookable online; it will be held in a school classroom. We hope that this will enable all our parents to attend the evening without the worry of childcare for younger siblings. The childcare cost will be met in full by the school; our only proviso is that parents must stay on site whilst their children are booked into the free session.

The crèche will operate from 4-7.30pm and will be able to take 9 children at any one time (places will be offered on a first come, first served basis). The age category is restricted to Infant and Junior school aged children (aged 4-11): no babies or pre-school children can be accepted into the session. The crèche will have a selection of games and will offer a planned art/craft activity.

You will be able to book your childcare online using the same system that you will be using to book your teacher appointments. The crèche is shown as a separate event and we have broken down the evening into three sessions: 4-5pm, 5-6pm and 6-7.30pm. To coincide with the timing of your appointments we fully appreciate that it may be necessary to book two of the hour slots for each child. Parents can book a maximum of three children per session.

Other available staff:

I will be available during the evening if you would like to discuss any concerns or worries about your child. Please email me, Sophie.Dunne@ushschool.org, to make a booking.

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.

Our SENCO, Zoe Ramshaw, will also be available on the evening to see parents of students that may need additional support. To arrange a meeting, please contact Ms Ramshaw by email: Zoe.Ramshaw@ushschool.org.

Due to our building works, our playground will not be available for car parking. With limited parking, we would encourage local parents to come on foot.

Please contact us if you have a disability and we will assist with parking and access.

We look forward to seeing you on Thursday 22nd February. If you have any queries or concerns regarding the evening, please do not hesitate to contact myself or your child's tutor.

Yours sincerely,

Miss Sophie Dunne
Head of Year 7

Sophie.Dunne@ushschool.org