

Headteacher: Mr S Woods

September 2018

Upper Shirley High School
Bellemoor Road
Shirley
Southampton
SO15 7QU

Dear Parent

Year 11 Parents' Evening
Tuesday 16th October 4:00 - 7:30pm

We would like to invite you and your son/daughter to our Year 11 Parents' Evening on **Tuesday 16th October** between 4pm and 7.30pm. Please come in, by appointment, to talk to the members of staff who teach your child.

It is an important time of the year for our Year 11 students. We therefore strongly encourage parents to attend this evening so they can share information with teaching staff and work together to find the best way to support each student in the lead up to their GCSE examinations. With the focus being preparation for exams and current levels of performance, it will be extremely beneficial for your child to accompany you to this evening.

Priority Booking Window:

We are offering some parents a window for priority booking to help support the booking of key appointments. You will be able to book appointments from **Saturday 29th September at 10am.**

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 also be displayed outside of classrooms.

On this occasion, we will not be offering appointments for PSHE; however, you will get the chance to make an appointment for your child's PSHE teacher in the second meeting offered in January. Should you have something urgent to discuss in relation to PSHE please contact the subject lead Suzanne Dibden: Suzanne.dibden@ushschool.org, and she will be able to assist you.

Booking Window:

The booking session will be open for **priority parents** on **Saturday 29th September at 10am** (it will open for the whole year group on Thursday 4th October) and will close on Monday 15th October at 11.55pm. You are encouraged to make your appointments 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 add appointments on your behalf. If you are not able to make an appointment through this system due to staff being fully booked, an appointment can be made to see the teacher on an alternative day.

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: Kieron.hall@ushschool.org to make a booking.
- Representation from the Senior Leadership Team and Year Lead team will also be available on the evening.
- A member of our Guidance Team, 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 be available from 6pm on the evening to see any parents who's child may have an additional learning needs. To arrange a meeting, please contact Mrs Ramshaw by email: zoe.ramshaw@ushschool.org

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 on Tuesday 16th October. If you have any queries or concerns regarding the evening, please do not hesitate to contact me, or your child's tutor.

Yours sincerely,

Mr Kieron Hall
Head of Year 11
Kieron.hall@ushschool.org