

November 2018

Headteacher: Mr S Woods

Upper Shirley High School  
Bellemoor Road  
Shirley  
Southampton  
SO15 7QU

Dear Parent

**Year 10 Parents' Evening**  
**Thursday 6<sup>th</sup> December 4:00 - 7:30pm**

We would like to invite you and your son/daughter to our Year 10 Parents' Evening on **Thursday 6<sup>th</sup> December** between 4pm and 7.30pm. Please come in, by appointment, to talk to the members of staff who teach your child.

**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.parenteveningsystem.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.

**Booking Window:**

The booking session will be open on **Thursday 29<sup>th</sup> November at 6pm** and will close on Wednesday 5<sup>th</sup> December 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: [Claire.Fortune@ushschool.org](mailto:Claire.Fortune@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](mailto:Karen.Wright@ushschool.org)

- Our SENCo Zoe Ramshaw will be available on the evening to see any parents whose child may have any additional learning needs. To arrange a meeting, please contact Mrs Ramshaw by email: [Zoe.Ramshaw@ushschool.org](mailto: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 Thursday 6<sup>th</sup> December. If you have any queries or concerns regarding the evening, please do not hesitate to contact me, or your child's tutor.

Yours sincerely,

Mrs Claire Fortune  
Head of Year 10  
[Claire.Fortune@ushschool.org](mailto:Claire.Fortune@ushschool.org)