



November 2020

Dear Parent or Carer

**YEAR 9 ONLINE PARENT – TEACHER CONSULTATION EVENING**  
**Thursday December 3<sup>rd</sup> 4pm – 8pm**

On Thursday December 3<sup>rd</sup>, your child's teachers will look forward to speaking with you about your child's academic and pastoral progress and the next steps to be taken to ensure continued success. You should receive an electronic copy of your monitoring report via the SIMS Parent App in advance of the evening and this will form the basis of your discussion.

Due to the current situation, appointments will be conducted via video. The school is now using an easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Students should attend appointments with parents/carers as this provides the opportunity to become further involved in the process of self-evaluation and review. It enables staff to highlight student achievement as well as any areas of concern, which may need addressing. Please note that teachers will not meet with any students without a parent or carer present.

Appointments can be made from **Thursday 26<sup>th</sup> Nov 18:00 – Wednesday 2<sup>nd</sup> December 22:00.** Appointments are limited to 5 minutes in length. If you have a need to discuss something beyond the 5 minutes you will need to make a telephone appointment with the teacher at another time. There is also a requirement for parents to leave at least 5 minutes between appointments to ensure all appointments start on time.

Some teachers teach a lot of students in Year 9 and so will be particularly busy and may become fully booked. If you have been unable to make an appointment with a teacher, or encounter any difficulties with booking appointments, please email Ms Patel at [mpatel@rooksheath.harrow.sch.uk](mailto:mpatel@rooksheath.harrow.sch.uk)

Please visit <https://rooksheath.schoolcloud.co.uk> to book your appointments. Login with the following information:

- Student's First Name (preferred forename):
- Student's Surname:
- Date of Birth:



A short guide on how to add appointments is included with this email. Further guidance about video appointments will be sent separately next week.

Please try your best to attend the online consultation evening; the ongoing communication between school and home is an important part of ensuring your child's future success.

We look forward to meeting you then and thank you for your continued support.

Yours sincerely,

**Mr P Parkinson**  
**Head of Year 9**