



24 November 2022

Dear Parent,

Year 7 Parents Evening

On **Thursday 8th December 2022, between 4.30pm and 7.30pm** we will be hosting Parents Evening for all Year 7 students.

This will be an in-person event taking place at school, but appointments will be booked online.

To make appointments you will need to:

1. Visit www.parents-booking.co.uk/stmarys and login.
2. To login, you will be asked to enter the parent's first name and surname AND the student's first name, surname and date of birth. The details you enter **must** match **exactly** those we have on record for you – even a minor mis-spelling will mean the system does not recognise you.
3. It is important that you attempt to log-in before the bookings go 'live' so that if there are any difficulties these can be resolved so you do not miss the opportunity to book early. If you cannot log-in please email info@stmarys.net and put the subject heading 'Parents Evening Login'.
4. Appointments will be available 'live' for all parents to book **from 7.30pm on Thursday 1st December 2022** up until the scheduled start time of the event.

Parents evenings at secondary school have to run very different to primary school. At primary school, most students have one teacher, and most teachers have just one class. At secondary school, students have multiple teachers and teachers have multiple classes (often in the same year). For this reason, it is logistically impossible for all parents to meet with all of their child's teachers in the time available. If we tried to ensure every parent met with every teacher we would have to EITHER shorten appointments from 5 minutes to between 1 and 2 minutes each OR keep some of our staff with constant appointments from 4.30pm through until near midnight! It is because of this, and to ensure that all families are able to see their fair share of teachers that we will limit bookings to **8 appointments each**.

This means you may miss an appointment with a particular teacher you want to see. To mitigate this slightly we are setting aside the final 20 minutes of the evening (7.10 to 7.30) as a 'catch-up' time where parents will be able to go to a teacher's room for a short conversation. This will be on a first-come-first serve basis and it will likely be necessary to queue and wait to speak to the teacher as some teachers may be in high demand. You may need to change your plans if the teacher you want to see has a long queue. If even after the 'catch-up' time you still would like to contact a teacher, please get in touch with the school office (via info@stmarys.net) and they will put you in touch.

The online booking system will be the only way to arrange appointments. Those of you with older siblings at St Mary's will remember previous events were appointments were done on a



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Deputy Headteachers: Miss D McHugh, BSc (Hons) CCRS & Mr T Johnston, BA (Hons) NPQH



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more ad-hoc basis and it was possible in some cases to just 'turn up and wait' for teachers even if an appointment had not been made. This will not be the case this year – each appointment must be scheduled and you must attend at the time you have booked. If you arrive late, appointments cannot be re-scheduled, and you will have to use the 'catch-up' time at the end and prioritise which staff you would like to see.

In order to avoid large crowds teachers will take their appointments in their classrooms. This means that appointments will be booked with at least a 5 minute gap between meetings to allow time for travel from one room to the next. Travel from even the furthest places in the school does not take more than 5 minutes at usual walking pace as long as you leave your previous appointment on schedule.

Other Tips

- Our expectation is that students AND parents both attend the meeting together (it is not for parents only)

Kind regards,

Mrs Tatman (Assistant Headteacher) and Miss Conquest (Learning Coordinator for Year 7)