

5th June 2023

Dear Parents/Guardians

Re: Year 7 Parents' Evening - 14th June 2023

I would like to invite you to the **Year 7 Parents' Evening** on **Wednesday 14th June 2023**. This evening is an excellent opportunity to discuss your child's effort and progress with their subject teachers.

Appointments with your child's subject teachers can be made using our online booking system, enabling you to book your preferred time slots with staff directly. You will then meet teachers in person at school on the day. The booking system will open on the 26th May at 3pm for some parents (we would like to offer priority booking of appointments for a variety of different reasons including PP and SEND students), and on 5th June for the rest of the year group. Bookings will close on Monday 12th June; appointment times will be made on a first-come, first-served basis.

By using the link below you will also be able to confirm your attendance on the evening. Please confirm your attendance by **Monday 12th June**, indicating whether or not you will be able to attend. Please note if attendance is not confirmed, you will receive a phone call from Ms Loizou, Ms Farrell or your child's form tutor; this is a supportive measure to see if we can help and make any arrangements necessary for your attendance at Parents' Evening. To access the online system please follow this link: <https://ruisliphigh.parenteveningsystem.co.uk>

Appointments will be held in person from **2:30pm** to **7:00pm** and **students are expected to join their parent/guardian during meeting in full school uniform.**

During the evening, teachers will try to meet as many parents/guardians as possible but if a teacher's appointment list is full, parents/guardians can request a phone call or brief written statement following the evening. Appointments will also be limited to five minutes. Head of Year appointments will not be open as I teach several Year 7 classes but please contact me via the school office if there is an issue that you need to discuss.

Students will be finishing school early on 14th June 2023 to ensure that staff are available for all appointments. Year 7 students will be dismissed from school at 1:45pm on that day.

Parent partnership remains a key to student success at Ruislip High School and we very much look forward to seeing you and your child at the Year 7 Virtual Parents' Evening. Should parents/guardians have any further questions, please contact me via the main school office.

Yours sincerely



Ms Loizou
Head of Year 7