

May 2018



# Brockington College

A Church of England Academy

LEARNING TO LIVE LIFE TO THE FULL

Dear Parent/Carer

I would like to invite you to attend your child's first annual Consultation Evening at Brockington College in order for you and your child to discuss their current progress with members of staff.

**Year 7 Consultation Evening will be held on the date below:**

**Wednesday 23 May 2018 (4.30 pm – 7.30 pm)**

***Please note that the last appointment time for a member of staff is 7.20 pm***

Appointments are made using an electronic booking system. This allows you to choose who you wish to make appointments with and at which time, provided there are appointment times available. Appointments on the evening have been limited to 5 minutes in order to enable as many parents as possible to see teaching staff and staff will endeavour to keep to this schedule. Please note that appointments are for subject tutors only. If you would like to discuss any form tutor related matters please contact your child's form tutor by email or telephone. If you wish to book an appointment with the SEN team please contact reception.

Please find enclosed details of how to access the online booking system for your child's Consultation Evening, along with your unique login code. **Booking opens at 6.00 pm on Monday 14 May 2018** and will remain **open until 6.00 pm on Thursday 17 May 2018**. If you do not have internet access, appointments can be booked by telephoning the college office between **Tuesday 15 May 2018 and Thursday 17 May 2018, but only between 3.30 pm and 4.45 pm**, when a dedicated member of staff will be available to take your call.

Teaching staff will be available for a total of three hours on the evening. ***However, because of high demand, you may still find it difficult to arrange a suitable appointment. If this occurs, please contact reception and we will make alternative arrangements.***

We regret that we are unable to offer two sets of appointments for parents who may wish to see members of staff separately. Unfortunately, there is not the capacity to offer this service.

On the evening, please come to the main courtyard and sign in at the welcome desk with the student helpers. You will then be given a leaflet showing the location of staff, together with a questionnaire, which we would be grateful if you could complete before leaving.

If you have any queries prior to Consultation Evening, please do not hesitate to contact Mr Marsden (Head of Year 7).

Yours sincerely

Mr Chris Southall  
Principal

