

SOUTHEND HIGH SCHOOL FOR BOYS

ACADEMY GRAMMAR SCHOOL

Prittlewell Chase, Southend-on-Sea, Essex, SS0 0RG
(01702) 606200 enquiries@shsb.org.uk www.shsb.org.uk

Headteacher: Robin M Bevan MA MEd PhD FRSA



9th December 2019

Dear Parents,

You are invited to attend the parents' evening for parents of Year 9 pupils on **Monday 13th January 2020**.

The school will be open from **4.15** to **6.15pm** and your son's teachers will be available for consultation between those times. Since this is the opportunity for dialogue between you, your son, and his teacher, **you are strongly advised to bring your son with you. He should come in school uniform** and stay with you throughout the evening. It remains at the discretion of individual members of staff whether a pupil should be present for all or only part of an interview.

From Monday 9th December, using the IAR results, **teachers may book an appointment to see you** and you will receive an email confirming any appointments made. Please ensure that you see the teacher(s) concerned at the time(s) indicated. If you are unable to be present at that time, please indicate this using the "add message" box on the online booking system. Please do not respond to the email.

The booking system will be available for you to make appointments on-line from **7pm on Friday 13th December on a first come first served basis, and will close on Wednesday 18th December at 7pm**. Please be aware that appointments are available on a first come first served basis and these generally get booked up very quickly.

All teachers are on the booking system. To ensure a smooth and effective parents' evening, you are **limited to 6 appointments per pupil**. Please use your son's IAR data to influence your decisions regarding the teachers you wish to see. **There is a strong possibility that you will not see all six of your preferred teachers as they have limited availability**. For this reason, we have arranged for teachers to be available on an ad hoc basis from 5.45pm on the evening, when we will have a queuing system for the last half hour.

Please also bear in mind that early in the new year, your son will be asked to refine his option choices for Year 10 and 11. **Please use the parents evening to consult with teachers of your son's subjects moving into Key Stage 4**. *Mr Brandon will be writing to you about this shortly, and you will also be invited to an **Options talk** which will take place on **21st January** starting at 6pm. Please make a note of this in your diaries.*

Once you have made all of your bookings, you will receive an email confirming all your appointments. Please print this email and bring it with you to parents' evening.



Please visit <https://southendforboys.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter.) Login with the following information:

| | |
|-------------------------|------------|
| Student's First Name: | Forename |
| Student's Surname: | Surname |
| Students Date of Birth: | DD/MM/YYYY |

If you do not have access to the internet, please contact the school office.

Appointments are for 5 minutes. If we are unable to answer your concern on the evening, we shall of course ensure the matter is addressed subsequently.

I will be present throughout the evening to answer any queries on an ad hoc basis.

If you know now that you will be unable to attend on the evening please let us know, by e-mail to enquiries@shsb.org.uk. If circumstances on the day itself prevent you from attending, please let us know by telephone.

There will be limited car parking on the hard play area to the west (left) of the main drive.

We look forward to welcoming you.

Yours sincerely,



Mr J L Brandon
Director of Key Stage 3