

# 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



27th January 2020

Dear Parents

You are invited to attend the parents' evening for parents of Year 8 pupils on **Monday 10<sup>th</sup> February 2020**.

The school will be open from **4.15 to 6.45pm** and your son's teachers will be available for consultation between those times. You are aware that your son is choosing some option subjects for next year; including a number of definite GCSE commitments.

From today, 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 this email.**

The booking system will be available for you to make appointments on-line from **7pm on Monday 3<sup>rd</sup> February and will close on Thursday 6<sup>th</sup> February at 7pm**. All Year 8 teachers are on the booking system. To ensure a smooth and effective parents evening, you are **limited to eight appointments per pupil**, and the bookings will be available on a first come first served basis. **Please note that appointment do get booked up very quickly.**

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 be able to book all eight 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 6.15pm on the evening, when we will have a queuing system for the last half hour.

As you know, we will be holding an Options Talk on the evening of 30<sup>th</sup> January starting at 6pm. Please also bear in mind that the deadline for returning your son's Options choice form is 14<sup>th</sup> February. Please use the parents' evening to consult with your son's teachers about his options moving into Year 9.

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 more time is required, a separate appointment at another time should be made with the member of staff in question. If we are unable to answer your concern on the evening, we shall of course ensure the matter is addressed subsequently.

Mr Groves, Leader of Year 8 and I will be in attendance throughout the evening.

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.

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](mailto: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,

A handwritten signature in black ink, appearing to read 'J L Brandon', written in a cursive style.

Mr J L Brandon  
Director of Key Stage 3