



OXTED SCHOOL
BRINGING OUT THE BEST

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Headteacher	Mrs N Euridge BA Hons, NPQH

21 February 2018

Dear Parents/Carers

Year 8 Progress Review Evening **Thursday 8 March 2018**

We are pleased to invite you and your son/daughter to meet Year 8 subject teachers at a Progress Review Evening on Thursday 8 March 2018. The evening will start at 4.30pm and finish at 7.30pm.

The Progress Review Evening is the name we give to the traditional Parents' Evening. We are trying to develop powerful learning characteristics in every student. The Progress Review Evening will put your son/daughter at the centre and allow them to have a positive learning conversation with their teachers who will offer support and ask questions. Of course your input is vital and we hope you will be able to attend. Please identify, with your son/daughter, the teachers with whom those conversations should take place and then ask your son/daughter to make appointments, using the attached form.

Grades have gone home this week. Subject staff will be based in three halls – Main Hall, Old Hall and Meridian Hall. There will be some seating provided for parents whilst they are waiting for their appointment. There will be a list detailing in which hall each department is located available to you on the evening. The sign-in sheets for the evening and the staff list will be located in the Main Hall foyer.

Each appointment will be for five minutes; this will be signalled by a bell being rung. The purpose of keeping to five minutes is to ensure that parents are not being kept waiting to see a particular member of staff and, therefore, missing other appointments.

If you feel you would like a longer conversation in relation to your son/daughter's progress or if you have other concerns, we would ask that you make a further appointment with the member of staff so that a longer period of time can be set aside for you on another day. This will give you the opportunity to discuss matters in more depth.

As you know, we very much value the opportunities that Progress Review Evenings provide to work with you in the best interests of your daughter/son. If you are unable to attend the evening we may contact you to discuss any concerns we might have about their progress. You may, of course, choose to contact the form tutor or subject teacher directly yourself if you have concerns.



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Given the importance we place on safety, I am sorry to say that there will only be very limited parking available on the School site. This will be at the back of the School and can be accessed from Park Road. On-street parking is also available in the vicinity of the School and we would ask parents to respect residents' access. Please do not use the car parks of either the Barn Theatre or the United Reformed Church.

Mrs McNamara, Assistant Headteacher KS3, Miss Wheeler, Year 8 Progress Leader and I will be available in the Main Hall if you wish to speak us.

Yours sincerely

A handwritten signature in cursive script that reads "Nicola Euridge".

Mrs N Euridge
Headteacher

**OXTED SCHOOL
PARENT/STAFF MEETING APPOINTMENTS**

NAME **TUTOR GROUP**

4.35	6.15
4.45	6.25
4.55	6.35
5.05	6.45
5.15	6.55
5.25	7.05
5.35	7.15
5.45	7.25
5.55	
6.05	

Each appointment is for **5 minutes only**, spaced in order to allow time for parents to move from one appointment to another