



THE DERBY
— HIGH SCHOOL —
Inspired to make a difference

January 2024

Dear Parent/Carer

YEAR 9 PARENTS' EVENING
THURSDAY 1st FEBRUARY
4-7PM

I am writing to invite you to the forthcoming Year 9 Parents' Evening, which will take place on **Thursday 1st February, between 4pm and 7pm**. This evening will allow you the opportunity to meet subject teachers and discuss your child's progress. Form tutors and inclusion staff will also be available throughout the evening.

At the Derby High School, we feel that Progress Parents' Evening is a valuable opportunity to work collaboratively together for the benefit of your child.

It is therefore important that parents/carers and staff familiarise themselves with the procedures for appointment times as set out below:

- Your child will have a paper appointment sheet and will start booking appointments from **Monday 15th January 2024**.
- Pupils should leave a gap between each booked appointment.
- Staff will be asked to stick to the times booked and to call for the next name rather than the next person in the queue.
- Appointment slots should not run over 5 minutes.
- If a longer conversation is needed regarding any issues then we will look to organise a follow up call/meeting.

Please complete the attached reply slip and return it to school as soon as possible, to confirm that you have read the letter and understand the arrangements. Alternatively, you can scan the QR Code and send your response that way if that is more convenient. We will ask you to complete a quick survey on the night so you can give feedback on a number of things including the systems we have in place for parents' evenings.

Parking – On the evening please use the courts and yard at the back of the school. It can be reached by following the main school drive past the front of school towards the tennis courts. There will also be signs in place and some staff and students to guide you to the car park area.

I look forward to seeing you on Thursday 1st February 2024 and would ask you to **return the reply slip below no later than Tuesday 30th January 2024**.

Yours Sincerely

Mrs J Cogley
Head of Year 9



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Pupil Name _____ Form _____

I will be attending Progress Parents' Evening and understand that my child will make appointments with teachers on my behalf.

I will not be attending Progress Parents' Evening

Parent/Carer sign here _____

OR

Please scan the QR code below to respond digitally (this should take no more than a couple of minutes).



Keep the letter at home and return this reply slip to your form tutor no later than Tuesday 30th January 2024



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