



TO THE PARENTS OF YEARS 7 to 11  
PARENT INFORMATION DAY  
Saturday, September 20<sup>th</sup>  
(09:30 – 13:00)

Dear Parents and Guardians,

September 16<sup>th</sup>, 2014

**Parent Information Day:**

I would like to formally invite you to our Annual Parent Information Day that is to be held on **Saturday, September 20<sup>th</sup>** from **09:30 – 13:00 (1pm)**.

The purpose of the session is to allow you to:

- Meet the staff (teachers and management).
- Learn about the various subjects your Son/Daughter is studying and the content.
- Know what are the expectations from each teacher.
- Learn about how they will be assessed.
- Find out about the allocation of homework.
- Develop a triangular link with the school in order to get the very best for your Son/Daughter.

Each department will be based in a different classroom where you will have the chance to not only meet the subject teacher but also the Head of Department.

You will also find enclosed a map that is to be used to support you find appropriate parking around the school.

**PLEASE NOTE: Teachers will NOT be discussing any personal progress of any child, as we are not far enough into the academic year for the teachers to provide accurate records as yet.**

**Reports and conferences:**

- **Interim Progress Reports** that will be issued on **October 23<sup>rd</sup>, 2014**, will indicate how your child is progressing.
- **Personal Parent / Teacher conferences** will be held on **October 30<sup>th</sup>, 2014**, where teachers will be discussing your child's progress in detail with you on a one-to-one basis.

**Appointments:**

Please however, feel free to make an appointment with your child's teacher in the meantime, should you have any urgent issues to discuss, by contacting the our reception (number below), who will be glad to make a 15 minute appointment for you with your child's teacher. Kindly note that the priority for a teacher is to teach and therefore if you are late for an appointment the teacher will not be able to be released from a lesson to meet with you, thus if you are late your appointment will be cancelled. As a courtesy to the teachers please inform the school if you are running late or unable to attend.

### **Attendance and punctuality:**

Allow me to take this opportunity to remind our parents of the following important daily procedures:

- No parents are allowed into the school building (corridors and classrooms) during school hours.
- The school day starts at **07:30am sharp and end at 13:55 (1:55pm)** for all secondary pupils. Please have your child/ren at school on time, as they will be missing-out on important work should they arrive late. Pupils who are habitually late or absent will find that this impacts their final grades seriously.
- Parents are requested to collect their child/ren **as soon as possible**. We still have far too many children waiting for their parents for over an hour after school. They are tired and need to get their homework done.
- If for any reason you need to see your Son/Daughter or take them out of school, report to the school Reception and wait for your child. Please do not directly make your way to the classroom, this disrupts the lesson for the rest of the pupils. Note that pupils can only be taken out of school if it is an absolute emergency. Where possible all appointments must be made outside school hours. A record is maintained for all pupil absences and early departures.

### **How you can help at home?**

- Check your Son/Daughters planners and sign them.
- Check your Son/Daughters exercise books regularly.
- Many pupils are bringing all their text books to school. Pupils are struggling with a heavy bag which is not good for their health in terms of the weight placed on their shoulders. Kindly ensure they only bring what is needed for the day.

### **IGCSE Information Evening:**

We are holding a Year 10 Introductory Evening on Wednesday the 1<sup>st</sup> of October. A reminder with more details will be sent to you closer to the time.

With regards

Mr Arafat Q Hingora  
Head of Secondary