



February 2017

Dear Parent/Carer

Year 8 Parents' Consultation Evening (PCE) - Monday 27th February 2016

1. Timings of the PCE

When we hold Parents' Consultation Evenings, the pattern of the school day will change. The reason for this is to allow more time for appointments. The appointment times start at 3.00pm and, therefore, the school day will start early at **8.30am** and finish early at **2.30pm**.

Only Year 8 will be involved in the Parents' Consultation Evening on Monday 27th February 2016. However, all students will start and finish the school day as below.

The times of the modified day are shown below:

Period 1:	8.30am – 9.25am
Notices	9.25am – 9.30am
Break	9.30am – 9.50am
Period 2:	9.50am – 10.45am
Period 3:	10.50am – 11.45am
Lunch	11.45am – 12.30pm
Period 4:	12.30pm – 1.25pm
Period 5:	1.30pm – 2.30pm
Academy closes at 2.30pm	

2. Aims and changes

We hope to see as many Year 8 parents, as well as students (in full school uniform) in attendance. In addition to subject staff being available, you can also make appointments with Teaching Assistant Mentors, the SENCO (Miss Meadows) and the Year 8 Progress Leader, Mr Posmyk.

Following some constructive feedback from parents, we have made some changes to the logistics for PCEs – a): in the booking of appointments, and b): in the running of appointments and venues:

a) Booking process: Parents will make appointments online as normal but they will now have three options:

- i) face-to-face meeting;
- ii) telephone call;
- iii) email feedback.

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The aim is to facilitate more flexibility for parents to be able to prioritise times and subjects, to best suit their needs.

b) The venue for the PCE is the teaching block (Rooms 100, 200, 300 and 400). All teaching staff will be in a room on one of the four levels (details via booking system). The aim is to reduce the time and distance between appointments, but also to maintain the integrity of a quality face-to-face meeting.

3. Transport details

Dedicated School Buses

Students who travel to QEGS on a dedicated school bus should be at their bus stop **20 minutes earlier** than normal on the morning of all parent consultations.

Buses will be on the bus bay at **2.30pm** to make the return journey home.

Service Buses (Swift, 110, 111, 113, 114, 442)

Please note service bus times **cannot be changed by the academy**. It is imperative, therefore, that students travelling on service buses familiarise themselves with bus times and where to catch them, particularly for the journey in the morning, to ensure that they are here on time.

However, arrangements have been made for those students who normally travel on the Swift bus from Derby via Brailsford to be collected and brought into QEGS by an additional Hawkes Coach. Please note the following pick-up points/times:

- 7.55am - pick up from Brailsford, Rose and Crown
- 8.10am - pick up at Ashbourne Hill Top, Wyaston Road
- 8.20am - drop off at QEGS bus bay

The additional Hawkes Coach will not need to run at 2.30pm because students will be required to catch the Swift bus, as per the service bus timetable.

Students needing to leave QEGS before 2.30pm, in order to catch a service bus, will be permitted to do so. However, they must collect an early release pass from Student Services to present to their teacher.

Service Buses depart from the bus station, not the QEGS bus bay, at the following times:

Swift – 2.25pm 110 – 2.00pm 111 – 1.00pm or 4.00pm 113 – 3.00pm 114 – 2pm 442 – 2.05pm
(Departure times correct at time of writing, but are subject to change).

Students wishing to catch the service buses will be permitted to leave the academy 15 minutes before their bus departure time, providing they have collected an early release pass from Student Services.

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Students may use their bus passes to travel on earlier buses. Service bus timetables can be found online at www.derbyshire.gov.uk/buses. Hard copies can be made available via Student Services.

Parents do have the option of leaving their children at QEGS under supervision until 3. Please note that no dedicated school transport will be provided at 3.55pm. Service buses (114, 110, 111, 442) will, however, stop in the bus bay at their usual time, but please note that the Swift bus will depart from the bus station. These arrangements will be explained to students, particularly those who travel by bus.

School Uniform

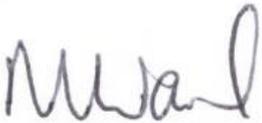
Uniform will be available to purchase 3.30pm-6.00pm in the school canteen.

The School day ends at 2.30pm on Monday 27th February. If your son/daughter needs to remain on site until 3.55pm please inform student services so that arrangements for their supervision can be put in place.

A full list of Parents' Consultation Evening dates can be viewed on our website.

If you are attending the Year 8 Parents' Consultation, please sign in on arrival over in the main teaching block (levels 1, 2, 3 & 4). You can sign in at any level in the building. When you sign in, you will be given a questionnaire to complete – either while you are at the PCE, or to be returned to Student Services by the end of week (Friday 3rd March). Thank you in advance for completing the questionnaire for us, as we really do value and welcome parental feedback.

Yours faithfully



Miss M Ward
Associate Leader