



20<sup>th</sup> February 2020

Dear Parent/Carer

## **Year 8 Parents' Consultation Evening (PCE) – Tuesday 10 March 2020**

### 1. Timings of the PCE

When we hold Parents' Consultation Evenings, the pattern of the school day changes 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 **2.00pm**.

Only Year 8 will be involved in the Parents' Consultation Evening on Tuesday 10 March 2020. **However, all students will start and finish the school day as below.**

The times of the modified day are shown below:

Period 1:	08.30am – 09.20am
Notices	09.20am – 09.25am
Period 2:	09.30am – 10.20am
Break	10.20am – 10.40am
Period 3:	10.40am – 11.30am
Period 4:	11.35am – 12.25pm
Lunch	12.25pm – 13.10pm
Period 5:	13.10pm – 14.00pm

**Academy closes at 2.00pm**

### 2. Year 8 Parents/Carers

We hope to see as many Year 10 parents and carers, as well as students (in full school uniform) in attendance. In addition to subject staff being available, you can also make appointments with the SENCo (Miss Meadows).

Parents can make appointments to meet face-to-face, or request a telephone call or email feedback. The aim is to facilitate more flexibility for parents to be able to prioritise times and subjects, to best suit their needs. *Information on how to book appointments is attached to this letter.*

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.

If you are attending the Year 8 Parents' Consultation, please sign in on arrival over in the main teaching block. 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. Thank you, in advance, for completing the questionnaire for us, as we really do value and welcome parental feedback.

### 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 **2.00pm** 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 Glovers Coach. Please note the following pick-up points/times:

7.55am - pick up from Brailsford, Rose and Crown and the shop

8.20am - drop off at QEGS bus bay

The additional Glovers Coach will not need to run at 2.00pm because students will be required to catch the Swift bus, as per the service bus timetable.

Students needing to leave QEGS before 2.00pm, 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.***

Students may use their bus passes to travel on earlier buses. Service bus timetables can be found online at [www.derbyshire.gov.uk/buses](http://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 3.55pm and should inform student services if this is required. Please note that no dedicated school transport will be provided at 3.55pm. Service buses (Swift, 114, 110, 111, 442) will, however, stop in the bus bay at their usual time, but the Swift bus will depart from the bus station.

**The School day ends at 2.00pm on Tuesday 10 March 2020. 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.**

Yours faithfully



Miss K Brown  
Pastoral Team Leader

## MAKING AN APPOINTMENT FOR A PARENTS' CONSULTATION EVENING








**Stage 1** - As a student, log on to the **Intranet** (using the students username and password NB: if the students username is 9SmithJ then enter QEGS\9SmithJ as their username) and in the quicklinks section click on:

 [PCE Appointments](#)

**Stage 2** - Select Teacher/Subject:

Times	Appointments	Select Teacher/Subject
15:05		
15:15		

**Stage 3** - Click to book appointment:

Times	Appointments	Registration - Mr J Illsley [JIL]
15:05		 Book Appointment
15:15		 Book Appointment
15:25		not available
15:35		 Book Appointment
15:45		 Book Appointment
15:55		 Book Appointment
16:05		 Book Appointment
16:15		

**Stage 4** - Click book appointment:

**Book Appointment** ✕

Student:

Teacher: Mr J Illsley [JIL]

Subject:

Time: 15:05:00

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**NB** - Student's appointments are listed here:

15:10	Mr J Illsley [JIL]	Biology	RM911	
15:20				
15:30	Mr J Illsley [JIL]	Chemistry	RM017	

### FAQs

#### **How do I delete/move an appointment?**

You need to contact the member of staff who can delete and re-book the appointment.

If you need any assistance or have any questions, please contact school and ask to speak to your child's Pastoral Support Officer- Mrs Wibberley