

QUEEN ELIZABETH'S GRAMMAR SCHOOL

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Headteacher: Mr S Garrity Chair of Governors: Mr C Smith



13th November 2020

Dear Parent/Carer

Year 7 Parents' Consultation Evenings (PCE) Week Commencing Monday 23rd November 3pm-6pm

This year, in line with guidance in relation to COVID-19, we are making some adjustments to our usual PCE day. To avoid an increased number of visitors on site, we are offering the opportunity for you to book and request phone calls instead of face to face meetings with teaching staff. We are also running the event across four afternoons between 3pm and 6pm, this is to ensure that all subject areas can accommodate their requests for phone calls. The classes are allocated to the following days:

Monday 23rd November - 7XS and 7XO

Tuesday 24th November - 7XH and 7XR

Wednesday 25th November - 7YT and 7YI

Thursday 26th November - 7YE and 7YD

All appointments will be 5 minutes in total and the conversations will be focussed on the students' progress in the individual subject area. Teaching staff will call you at the allocated time to provide you with an overview and some feedback regarding your son/daughter's academic progress; next steps and advice for improvement will also form part of this conversation. Please ensure you are beside your phone at your allotted slot as teachers will only be able to try once due to time constraints. We will be calling the parent/carers identified as priority one. If you have any other specific requests, please contact your child's form tutor.

Unfortunately, our electronic booking system will not operate under these new arrangements. Therefore, we will be providing students with a paper booking form during tutor time next week. They will need to take this form with them to their lessons, where teachers will dedicate the first 5 minutes to allocating students a time for your phone call to take place. This process will begin this week so that you have confirmation of your time slot by the end of Friday 20th November at the latest.

If you have any queries regarding the above arrangements, please do not hesitate to get in touch with your son/daughter's Form Tutor.

We look forward to speaking to you about how your child has settled in at QEGS so far.

Yours faithfully

Mrs L Betty
Deputy Headteacher