



ABINGDON

From David Dawswell: Second Master

6 May 2015

Dear Parent,

**Parents' Evening for parents of Fourth Years  
on Monday 8 June 2015,  
5.30 – 8.30pm**

Parents of boys in the fourth year are warmly invited to the School to discuss with staff their sons' progress. Interviews will start at 5.30pm. At 7.00pm the Head will address parents in the Amey Theatre. Interviews will resume at 7.35pm. A light buffet and coffee, provided by the school caterer, will be available from 5.30-8.00 pm in the Amey Theatre Foyer.

Your sons will ask you for the names of teachers with whom you wish to book an appointment which should last for a maximum of **five** minutes. It is, of course, vital that you do not over-run your time. Should a more detailed interview be necessary, then please arrange one at a more convenient time with the member of staff concerned.

Your sons will be the active agents in booking appointments. They will be given a sheet a week before the Parents' Evening on which teachers will write their names against times, together with the rooms in which they can be found. Your sons will be told to allow gaps between appointments, to allow time to move between venues and so help ensure appointments run to time. Occasionally boys are absent during the week when most appointments are booked. If this happens, parents should contact their son's tutor, to see if he can arrange some interviews for that evening.

Should you wish, boys may attend with their parents. The boys have now completed about half of their GCSE course, and the meetings are a good opportunity for dialogue about progress so far, particularly following the fourth year examinations earlier this term. Just before Christmas boys will be asked for their preliminary preferences of A level subjects; in January they will have their mocks, a parents' evening shortly afterwards and then the boys provide firmer A level subject preferences. Parents may feel it necessary to have a private word with a member of staff, and so come to the decision that their sons will not attend the evening. If, however, your son attends, we would discourage you from sending him away, even temporarily. Parents are encouraged to continue the conversation by contacting the teacher by phone or e-mail. We would hope that your sons can be included in nearly

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all discussions. The fourth years will have been told to expect that comments may be “robust”, as we think it important everyone develops a clear vision of the current situation and possible future prospects.

Your son will be told that, if he attends, he should be smartly dressed in school uniform.

Interviews will be situated, by departments, in rooms which will be listed on your son’s appointments sheet. Parents who are waiting for interview are asked to wait outside the rooms, except in the case of the libraries. Chairs will be provided and doors left open so that you can see at a glance whether or not a teacher is occupied. (It is sometimes possible, in emergencies only, to improvise an appointment on the spot, if both you and the teacher are free; but please do not allow this to run into someone else’s appointment time, or the schedule will fall behind.) If you think you will find it difficult or impossible to move freely up and down the staircases between appointments, please let me know as soon as possible so that I can make alternative arrangements.

**Please bring your appointments schedule with you to the Parents’ Evening.**

**On arrival at Big School Lobby (by the Library) please pick up your badge.**

Cars should be not be parked on Park Road or Park Crescent as clampers are in operation both day and night. If there is no space within the school grounds you may need to go further afield. The town’s multi-storey carpark is not far from the pedestrian traffic lights between the end of Park Road and the town centre. There is a charge for using this carpark between 8am and 6.30pm Monday to Saturday. Free parking is available on levels one and two after 6.30pm. **Please note that levels three and above are locked at 7.30pm and are not re-opened until 7am.** There is a release fee.

It may be possible to park on Lower Field, depending on a number of factors, so please see whether the gate is open as you drive along Park Road.

Yours sincerely



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