



St Laurence School
Care • Inspire • Succeed

KS3 Subject Consultation Meetings

St Laurence School



A Guide for Parents and Carers

Subject consultations provide a valuable opportunity for you to meet with your child's subject teachers to discuss current progress in individual subject areas. There may be specific questions that you would like to ask in certain subject areas and teachers will do their best to answer these.

Subject consultations at secondary school will feel very different to your meetings with class teachers at primary school. One of the key differences is that you will have to book separate appointments with the subject teachers that you would like to see and, with many different subjects to choose from, this can make for a much longer evening than you may have been used to in the past.

It is usual for students to accompany their parents and carers; this can make the school a very busy place during the consultations as there are over 220 students in each year group and we have a very high turnout for these important events with almost all families attending.

What can I do to prepare?

One of the most important things to do is to make some time to talk to your child about their perceptions of their progress in different subject areas at school. You might ask them to share the subject target pages at the back of the student planner so that you can see the areas that they are working to develop. Whilst students might not have all of their exercise books and assessment folders at home, they may have some that they can show you. The information you gather will help you decide which subject areas you would like to visit for a consultation.

How do I know which teachers to see?

There is no right answer here and parents and carers adopt a variety of approaches, including the following:

- some will have the whole evening available and will want to book appointments in all subject areas;
- others will focus on areas of concern that have been revealed in an earlier report;
- others will focus on subjects that their children are particularly interested in.

We would recommend that you make an informed decision after having looked again at the most recent report; discussed with your child their perception of progress in each subject area; examined the subject target pages in your child's planner and considered how much time you have available on the evening itself.

What happens if a subject is taught by more than one teacher?

Some subject areas choose to split their teaching time across two teachers who then teach discrete areas of the curriculum. In cases like these, the subject areas will allocate teachers to see particular groups and teachers will meet to share their feedback about the students so that this can be communicated to you. The letter inviting you to attend the subject evening will detail which teacher appointments should be booked with and you will make ONE appointment with that named teacher. Due to high demand for appointment slots, any appointments that are made incorrectly will be reassigned, where possible, to the named teacher, however original booking times cannot be guaranteed in this case.

How long is each appointment?

Appointment slots of 5 minutes per student are available. Subject evenings are not the occasion for longer, more in-depth discussions as teachers have large numbers of meetings to conduct in a relatively short space of time.

How can I make the evening run smoothly?

There are a few factors that you will need to take into account when organising your appointments.

a) Spacing appointments

Whilst it may be tempting to book all of your appointments closely together in order to reduce the amount of time that you spend at school, it is advisable to build in some flexibility so that you have time to travel between appointments, purchase a refreshment in our sixth form centre, chat to other parents, take a rest etc.

b) Moving between appointments

You will be able to group appointments together by location as each faculty will have a designated area so you can try and keep appointments for subjects in similar locations at similar times. You will still need to make your way across the site as you move from one location to another so we recommend that you allow sufficient movement time for this between your appointments.

c) Fixed break times

In our new system, teachers are available for five hours but it is clear that they will not be able to talk without a break for that length of time. We have planned break times for each location at fixed times to enable teachers to take breaks during the course of the evening and to help you to organise your bookings effectively. These areas will be closed for appointments at the times of the fixed breaks.

Where will the teachers be located?

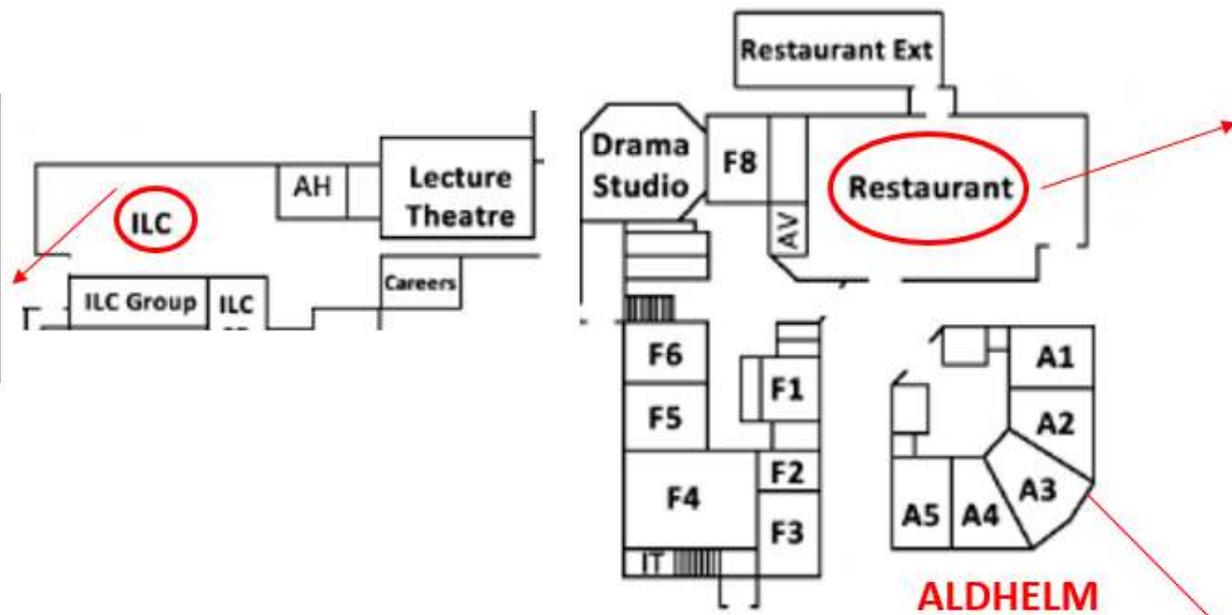
Each faculty area will have a designated location for all subject evenings. The location for each faculty is shown below and on the accompanying map.

| | |
|-------------------------------------------------------------------|--------------|
| Humanities (Geography, History, RE) | Aldhelm |
| BLICT (Business, Languages, ICT) and Science | Restaurant |
| ADT (Art, Design and Technology) and Maths | ILC |
| PA (Dance, Drama, Music), PSPE (PE, PSHE, i-Learning) and English | Trinity Hall |

As some members of staff teach in more than one subject area, they may appear to be 'out of area' because they cannot be in two places at once. Where this could cause confusion when making bookings, we will provide details in the invitation letter.

Subject Areas

Art
Design
Technology
Maths



Subject Areas

Business
French
German
ICT
Science

Subject Areas

Dance
Drama
English
i-Learning
Music
PE
PSHE



Subject Areas

Geography
History
RE

What times are the fixed breaks?

| | |
|-----------------------|----------------------------------------------|
| Break 1a: 4.00-4.15pm | Teachers located in Aldhelm and Trinity Hall |
| Break 1b: 4.15-4.30pm | Teachers located in the ILC and Restaurant |
| Break 2a: 5.45-6.00pm | Teachers located in Aldhelm and Trinity Hall |
| Break 2b: 6.00-6.15pm | Teachers located in the ILC and Restaurant |

Can I be confident that all appointments will run on time?

Our aim will be to run on time but in order to be successful in this aim, we need you to help us. Be aware that your appointment slot is only 5 minutes long and do not be surprised if your appointment is drawn to a close by the teacher at the end of that time. Nevertheless, we have to be realistic that, in the same way that you may encounter some delays at the doctors' surgery if the patient before you ran over their allocated time for reasons unknown to you, the same could occur at subject evenings. If this happens, teachers will continue to see parents and carers in appointment order and will call the name of the next booking so that the correct order can be followed.

When do bookings open?

Bookings will open at 9am *one school week* before the subject evening and will stay open until the end of school the day before the evening itself.

How do I book appointments?

Step 1

Appointments are made using our online booking form which can be located through your child's login to our SLS systems icon on the school website.



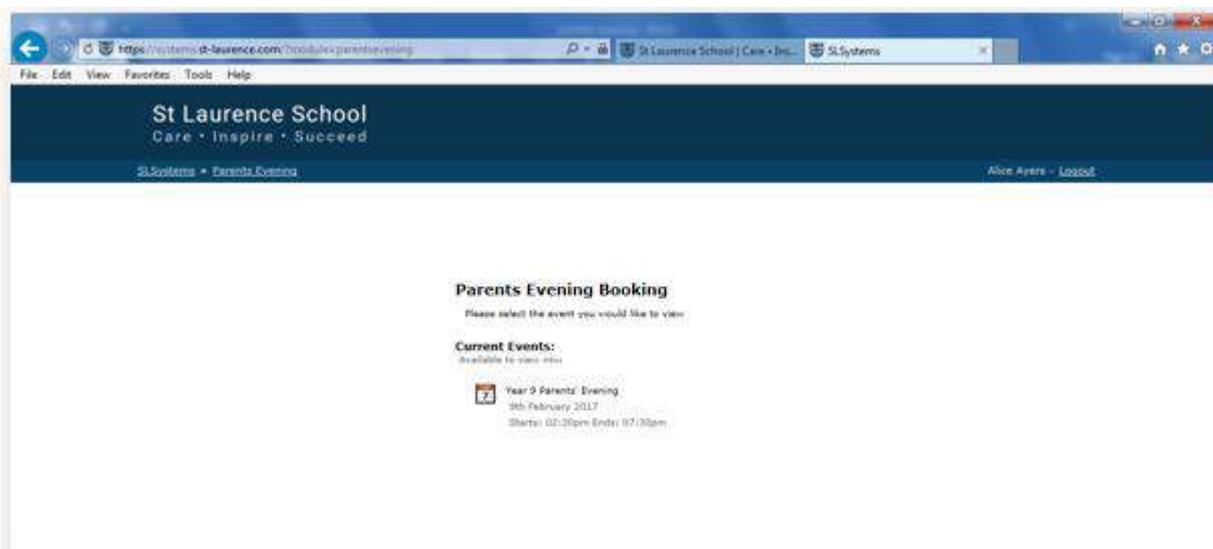
Step 2

Once your child has logged into their account using their usual password, they will be able to click on the parents evening icon.



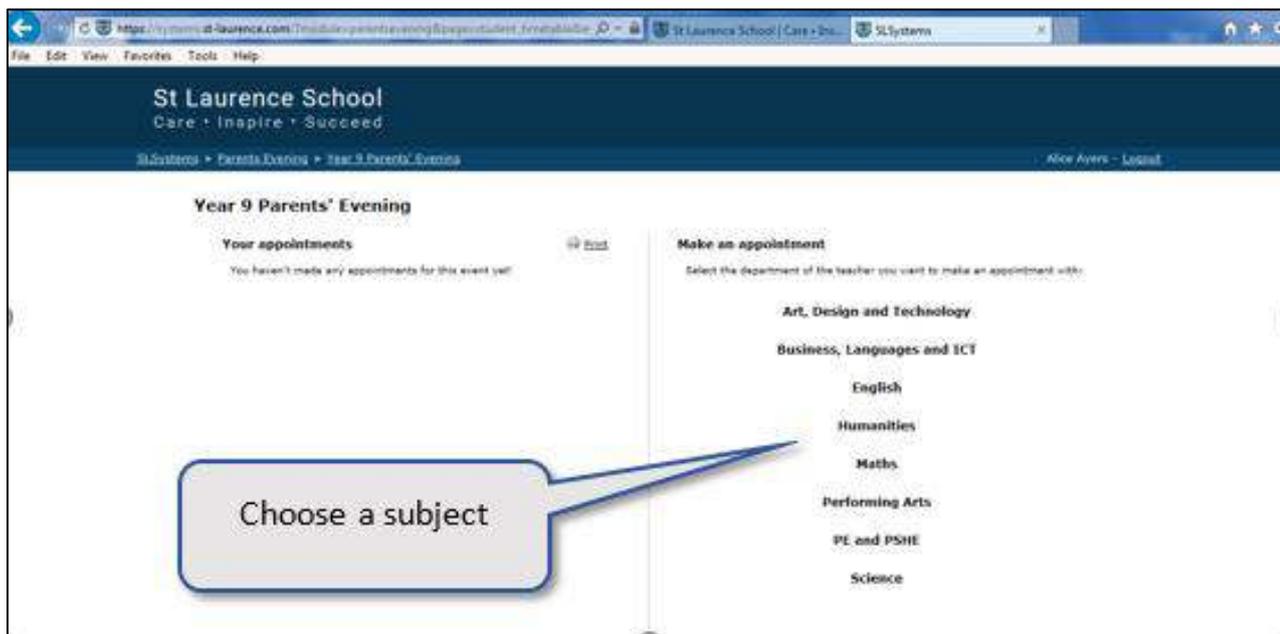
Step 3

Now select the correct event.



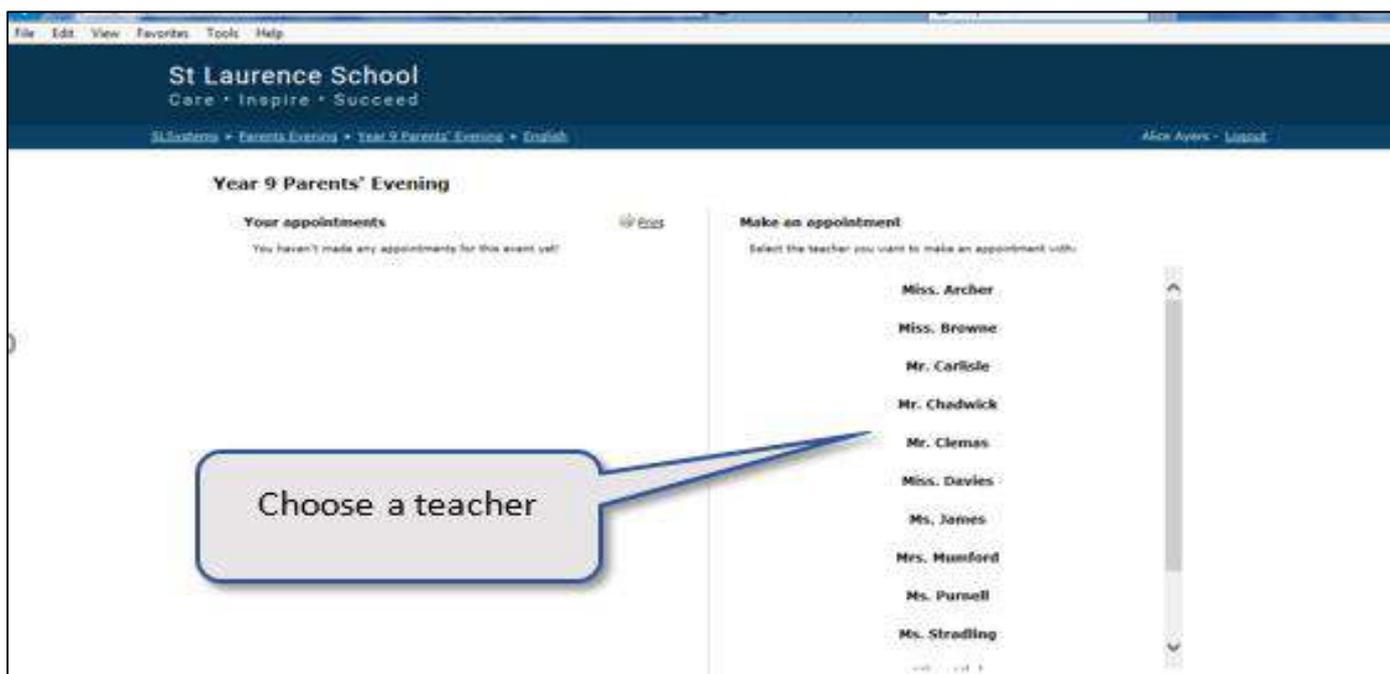
Step 4

Next, find the name of the subject where you would like to book an appointment.



Step 5

Now select the name of the teacher that you would like to see.



Step 6

Select a suitable appointment time.

The screenshot shows the 'Year 9 Parents' Evening' page. On the left, a callout box with a refresh icon and a calendar icon contains the text 'Choose a time to see them'. On the right, under the heading 'Make an appointment with Mr. Carlisle', there is a table of available time slots. A yellow circle highlights the 02:40 - 02:45 slot, with a blue arrow pointing from the callout box to it.

| Time | Booking |
|-----------------|-----------|
| 02:30 - 02:35pm | Available |
| 02:35 - 02:40pm | Available |
| 02:40 - 02:45pm | Available |
| 02:45 - 02:50pm | Available |
| 02:50 - 02:55pm | Available |
| 02:55 - 03:00pm | Available |
| 03:00 - 03:05pm | Available |
| 03:05 - 03:10pm | Available |
| 03:10 - 03:15pm | Available |
| 03:15 - 03:20pm | Available |
| 03:20 - 03:25pm | Available |
| 03:25 - 03:30pm | Available |
| 03:30 - 03:35pm | Available |

Step 7

Make the booking.

The screenshot shows the same appointment booking page as in Step 6. A 'Message from webpage' dialog box is open in the foreground, asking 'Do you want to make this appointment: Mr. Carlisle at 04:05pm?'. The dialog has 'OK' and 'Cancel' buttons. A callout box with the text 'Book your appointment' points to the dialog box.

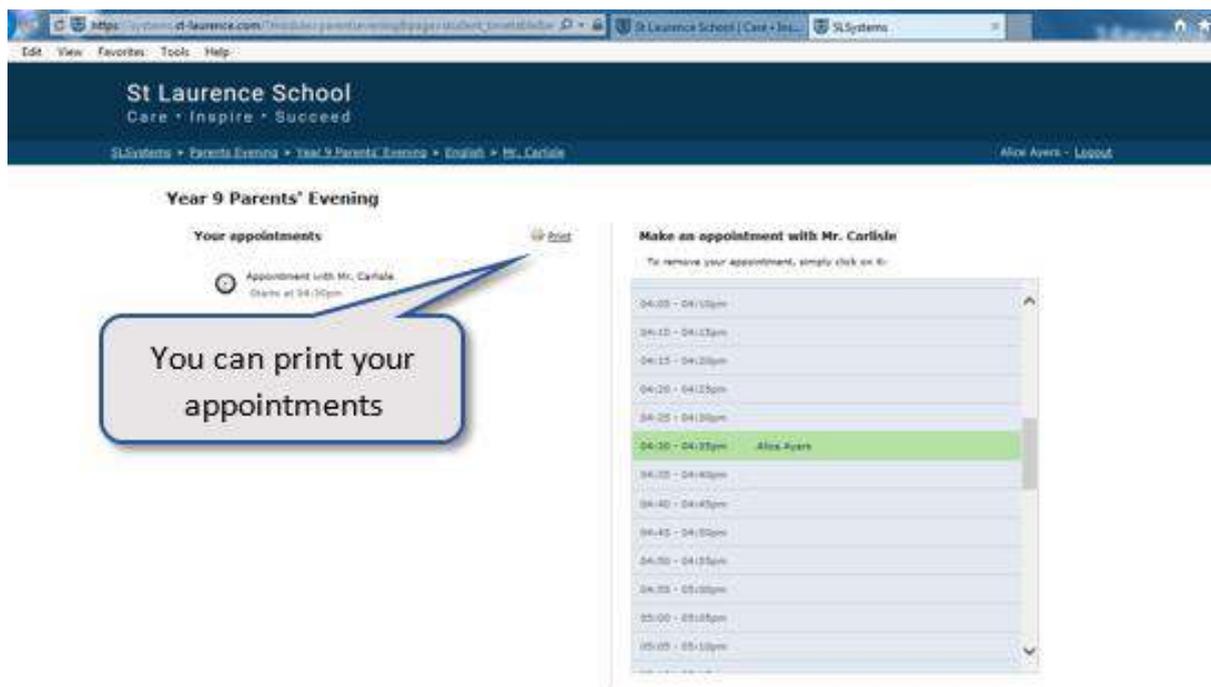
| Time | Booking |
|-----------------|-----------|
| 04:00 - 04:05pm | Available |
| 04:05 - 04:10pm | Available |
| 04:10 - 04:15pm | Available |
| 04:15 - 04:20pm | Available |
| 04:20 - 04:25pm | Available |
| 04:25 - 04:30pm | Available |
| 04:30 - 04:35pm | Available |
| 04:35 - 04:40pm | Available |
| 04:40 - 04:45pm | Available |
| 04:45 - 04:50pm | Available |
| 04:50 - 04:55pm | Available |
| 04:55 - 05:00pm | Available |
| 05:00 - 05:05pm | Available |

Step 8

Complete this process for each teacher that you would like to meet.

Step 9

You can now print an electronic slip with details of all of your appointments that you can bring with you for the consultation meetings.



The screenshot shows the St Laurence School website interface for the 'Year 9 Parents' Evening'. The page title is 'Year 9 Parents' Evening' and the user is logged in as 'Alice Ayers'. The main content area is divided into two sections:

- Your appointments:** This section shows a single appointment with Mr. Carlisle starting at 04:30pm. A callout box with a speech bubble points to this section and contains the text: "You can print your appointments".
- Make an appointment with Mr. Carlisle:** This section provides a list of time slots for appointments. The slots are listed in 15-minute intervals from 04:05 to 05:05pm. The slot for 04:30 - 04:45pm is currently selected and highlighted in green, with the name 'Alice Ayers' next to it. A note above the list states: "To remove your appointment, simply click on it".

What happens if one of the teachers I would like to see is fully booked?

Our new system aims to increase the time available to see teachers but it may be that some teachers who teach multiple classes in a particular year group are unable to see all of the parents who wish to make an appointment because they become fully booked very quickly. If this situation arises, we would ask that you make contact with one of our team staffing main reception on the evening itself who will be able to detail the provision available for you to gather feedback.

What if I can't attend?

The dates of the subject evenings are detailed on the school calendar at the start of the academic year and it is recommended that you add these dates to your family calendar as soon as you receive them; these are important occasions to prioritise and we are unable to make individual provision for families whose commitments do not enable them to attend.

Can my child stay on site until I get there?

Whilst the ILC will close at 1.20 to enable the space to be prepared for the subject consultations meeting, we will be able to accommodate limited numbers of students who are meeting parents/carers at school before appointments start. This provision will be available until 4.15pm, which is when the staffing of our regular after school homework club ends.

If you are planning to make use of this provision, please provide a written note or email to the main school office with the name of your child and the length of time that you would like them to stay on site.

What happens if I am unable to attend at the last minute and have appointments booked?

If you are aware of this before 4.15pm, please could you ring the main reception line **01225 309500**. If it is after that time, please telephone **01225 309516** as the main reception line will be closed and we will not pick up your message until the morning. It is important for us to find out if you can no longer attend as we can notify teachers who will have been expecting you and we may be able to fill your appointment slots.

What happens on the evening itself?

- It is usual for students to accompany parents and carers to the subject evening so that they can be part of the conversation that is taking place about their learning. Students do not need to wear their school uniform.
- Students should bring their planners with them as key subject targets are recorded in the back section; this may form part of the discussion with the subject teacher.
- You will need to bring your printed appointment slip with you as these will not be issued on the evening itself.
- The side and back gates will be closed so, wherever you park, you will need to enter via the main entrance at the front of the school.
- On arrival, we ask that parents and carers make their way to the main reception to sign in. This is important so that we have a record of your attendance and also so that we can update you with relevant information such as staff absence.
- Your child will show you the way to each location for your appointments. If your child is unable to attend with you, please do ask at reception for a map or some directions.
- Some of our 6th form students will be providing refreshments in the 6th form centre and using any money raised to support their current charity work. If you have a break in your bookings, you may want to make time to stop off there.
- Once you have finished all of your appointments, please return to the main reception area to sign out so that we know you have left the school site.