



Crawshaw School

Live Local, Think Global

Headteacher Mrs Joanna Ruse B.A M.Ed

9th January 2012

Dear Parent/Carer,
Year 8 Parents' Consultation Evening – Wednesday 1st February 2012

I am writing to invite you to meet you son's/daughter's subject teachers and to discuss his/her progress.

Members of staff will be present from 5.30pm – 7.30pm. For this parents' evening, we are using our new **on-line booking system**. Once you have decided which teachers you wish to see, please use the instructions on the next page to access the new system. We hope that this will make the process easier for you. Please note that the information required to log into the system **must** be entered exactly the same as the information we hold on record for your child. The student's Register Classes (form group) are as follows – 8AD, 8TBI, 8KD, 8JCO, 8DL, 8KHA, 8JH.

You may make up to six, 5 minute appointments, with a **5 minute gap** in between to allow for movement around the building. It would be much appreciated if staff and parents could keep their conversations to the five minutes so that the schedule can be followed as closely as possible. I would also ask that everybody is as co-operative, understanding and patient as possible. If a serious concern arises during the conversation, the staff will be pleased to make arrangements to meet with you separately to discuss the issue further. There is a facility when making the bookings on the new on-line system to include specific questions that you would like to raise and the teacher will then be able to prepare for this.

The booking system will be available until Monday 30th January. If parents don't have access to the internet or are not comfortable with using this system, then please contact your Year Administrator, Ms Alison Abbott on 0113 3368540 or email her on admin@crawshawschool.org.uk putting 'Year 8 Parents Evening' on the subject line. Ms Abbott will be available between 9am and 12pm each day to assist with appointments if required. Also, local libraries have internet facilities for members of the public.

Please be aware that although it is Miss Lawton listed as a teacher of French on the system, it will be Ms Pouchieu who is currently teaching her classes during her absence, who will be available for appointments on the evening.

It is important to us that parents have a positive experience when visiting the school and get the most out of the valuable time spent discussing their child's progress with staff. These changes are designed to improve the quality of your experience of parents' evenings. The school is always happy to hear feedback about the school and we would welcome your feedback on this new system

Thank you in advance for your support.

Yours sincerely,

Mrs A Lemass
Achievement Coordinator – Year 8



Crawshaw Partnership Trust



Robin Lane, Pudsey, Leeds, LS28 9HU

Telephone: 0113 3368540 Fax: 0113 2564722 Email: admin@crawshawschool.org.uk
www.crawshawschool.org.uk