



Friday 6th November 2020

Dear Parents,

## RE: Parent, Pupil, Staff (PPS) Progress Conferences - Wednesday 11th and Thursday 12th November 2020

Parent, Pupil, Staff (PPS) Progress Conferences will be held on Wednesday 11th and Thursday 12th November from 16:30 until 20:00. This will be an opportunity to discuss your child's progress and achievement with your child's Class Teacher and Learning Assistant (if applicable) as well as to consult with teachers of Performing Arts, Physical & Health Education, French, English as an Additional Language (EAL) and Russian (if applicable).



Please note that the PPS Progress Conferences are intended for parents to attend along with their child. However, we recognise that for those parents with very young children, this may not be possible. If this is the case, please speak to your child's teacher directly about arranging a more suitable time.

We are in a position to allow you to enter the school building for PPS Conferences but we also understand if you wish for this meeting to occur online via Google Meet, you may request for this to occur. If you wish for your PPS Conferences to occur online, please contact the homeroom, form tutor or specialist teacher via email regarding this to be arranged based on the time that you have booked using the online booking system. However, if you are coming in person to school, please ensure the following is adhered to:

1. No loitering in the main entrance or other parts of the building to have conversations with other parents. Please move to the correct rooms. However, the school cafe will be open.
2. Parents must be wearing gloves and masks.
3. Parents must have their temperature taken on entry to school.
4. Foot covers must be worn by all parents.



## Appointments

- Year 7 - 13 students: 10-minute slots per teacher; form tutor and specialist.
- Nursery - Year 6 students: a 20-minute slot for homeroom teachers and a 10-minute slot for specialist teachers.

## How do I book an appointment?

Please note that procedures for booking an appointment vary slightly for form tutors (20-minute appointments) and specialists (10-minute appointments).

1. Click on: [School Bookings](https://www.schoolbookings.net/code?z=3hXYmS) (<https://www.schoolbookings.net/code?z=3hXYmS>)
2. Enter the code: **a3xmc**
3. Follow the screen prompts

## Brookes Plus cancelled on Wednesday 11th and Thursday 12th November

On the evenings of both Wednesday 11th and Thursday 12th November, there will be no Brookes Plus activities as all of our Teachers and Learning Assistants will be dedicating their time to the conferences. On these days, school will finish at 16:00.

Please select your appointments with our staff taking into consideration time for digitally transitioning to different Google Meet links e.g. leave a 10-minute gap between your selected appointments. Appointments are by booking only using this system. Bookings close on Tuesday 10th November 2020 at 17.00.

We look forward to meeting you, reviewing your child's progress and the next steps in their learning.

Kind regards,

Mr Mark Broom

Principal

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