



Horsforth School

Lee Lane East Horsforth

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Headteacher: Dr P C Bell

Our Ref: PCB/CLW

16 November 2023

Dear Parents/Carers

Year 11 Parents' Evening – Thursday 30 November 2023

We are pleased to invite you to attend a Year 11 Parents' Evening to be held in school on **Thursday 30 November 2023** between **4.30p.m. and 7.30p.m.** Subject staff will be available to discuss your son / daughter's progress so far this year and the evening will provide a valuable opportunity for you to ask questions and get advice on how you can support their learning.

Appointments will be five-minute, face to face meetings at a pre-arranged time with subject staff and will take place in the hall in the main school building (please enter the building via the main entrance on Lee Lane East).

To book appointments you will need to access the [online booking system](#) which allows you to choose your own appointment times with teachers. To maximise fairness for all parents, bookings will be available from **8.30pm** and will remain available until midnight on **Wednesday 29 November**. Please click [here](#) to access the booking system and make your appointments. Please ensure that you log in with the correct child's name should they have siblings in school. Once you have booked your appointments you will receive an e-mail confirming your appointment times, please keep this safe.

If you do not have internet access, please contact Mrs K Evans the KS4 Administrator on 0113 226 5454 ext. 104 or via email at info@horsforthschool.org who will be happy to add appointments on your behalf.

Unfortunately, there are limited numbers of appointments during the evening and these are filled on a first come first served basis. Some staff do teach more than one group and so their appointment slots will fill more quickly. If you have been unable to make an appointment for this reason (or if a member of staff is unavoidably absent on the evening) and you would like some feedback, please complete a contact request form which can be found at the signing in desk on the evening. The staff member will then contact you in due course. Some students do have more than one teacher per subject and in this case a key teacher is allocated meaning you will see only one teacher per subject who can give you an overview of the whole subject.

Prior to attending the Parents' Evening, you may find it useful to access the Horsforth School Parent App where you will find regularly updated useful information about your son/daughter's attendance, progress and achievements, including their most recent Progress Review grades and Attitude to Learning Scores.

'Opportunity and achievement for all'

On the evening a member of the SEND team and the Year 11 Pastoral team, will also be available all offering drop-in sessions with no appointment necessary.

Finally, could I please ask you to ensure that you sign in on arrival at School so that staff are aware that you have arrived for your appointment and to please sign out again on leaving the School building. We would also appreciate your consideration for local residents by ensuring that you do not infringe the parking regulations on Lee Lane East.

We look forward to seeing you on 30 November.

Yours faithfully

Mr L Bennett

Year Co-Ordinator – Year 11