

WESTCLIFF HIGH SCHOOL FOR GIRLS

An Academy Grammar School
Headteacher: Dr Paul Hayman BSc



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September 2017



To all Parents/Carers of Year 7 Students

Dear Parent(s)/Carer(s)

You are warmly invited into the school on Tuesday 19 September 2017, between 4.00 pm and 6.30 pm to meet your daughter's Form Tutor.

The main point of this meeting is to provide parents with the opportunity to find out how their daughter has settled in to their new school.

An appointment with your daughter's Form Tutor will be made for you by your daughter. All staff will be situated in the West Wing. We do need to limit the length of each interview to a maximum of five minutes in order to accommodate all parents within the two and a half hours. If you have any particular problems that you would like to discuss, then please make an appointment with the Pastoral Support Co-ordinator, Mrs J Cammidge.

We have also designed the evening to give you an opportunity to find out about the Year 7 Curriculum being studied by your daughter this year. We will be hosting a Subject Fair in the Conference Centre where each subject studied by your daughter will be represented. Resources and examples of expected outcomes will be on display. This will not be an opportunity for you to discuss your daughter's progress in individual subjects, but as you will have seen from the School Calendar you will be able to meet the subject teachers on Tuesday 16 May 2017 where will be discussed in detail.

During this evening we will also be offering three information sessions for new parents:

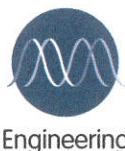
- How to ensure e-safety – Mr J Gardner
- How to access the school's electronic portal - Mr S McHale and Mrs K Galloway-Dugard
- How to read your child's Pupil Tracking and Reporting Data – Mr S Clarke.

Parents are asked to book a session(s) to attend before or after their appointment with their daughter's Form Tutor on the form below this letter. All parents are strongly advised to attend the 'How to access the school's electronic portal' session as you will be given your username and password for the school's portal which will be essential for viewing your child's pupil tracking reports throughout the year. The Data Team will also be available between sessions in the Main Hall to address any individual queries.

May I ask you not to park in the Hunter's Lodge car parking area, as this inconveniences the elderly residents and their relatives.

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SEAT



"Supporting Excellence in Education"

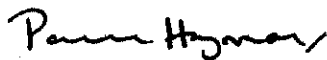


2.../continued

On this occasion daughters do not attend, but will come with you to the meeting later in the year with subject teachers.

Please register your attendance at the evening by signing in at the Main Reception area of the school.

Yours sincerely



Dr Paul Hayman
Headteacher

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Please return this slip to your daughter's Form Tutor.

I/We shall/shall not be able to attend on Tuesday 19 September 2017.

- | Session 1 | Session 2 |
|--|--|
| <input type="checkbox"/> 4.00pm – 4.30pm
Room WF4
Introduction to e-safety
Mr J Gardner
(Head of Computing) | <input type="checkbox"/> 5.00pm – 5.30pm
Room WF4
Introduction to e-safety
Mr J Gardner
(Head of Computing) |
| <input type="checkbox"/> 4.00pm – 4.20pm
Main Hall
Data – Mr S Clarke
(Assistant Headteacher,
Assessment & Reporting) | <input type="checkbox"/> 5.00pm – 5.20pm
Main Hall
Data – Mr S Clarke
(Assistant Headteacher,
Assessment & Reporting) |
| <input type="checkbox"/> 4.20pm – 4.55pm
Main Hall
The School's electronic portal
Mr S McHale (Data Manager)
and Mrs K Galloway-Dugard
(Data Assistant) | <input type="checkbox"/> 5.20pm – 5.55pm
Main Hall
The School's electronic portal
Mr S McHale (Data Manager)
and Mrs K Galloway-Dugard
(Data Assistant) |

Signed: _____
(Parent/Carer)

Date: _____

Daughter's name: _____ Form: _____