

THE LATYMER SCHOOL

Founded 1624



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HEADTEACHER

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Tuesday 20th September 2011

Dear Parents/Carers,

Year 13 Consultation Meeting For Parents and Students – Tuesday 18th October 2011

There will be a meeting for parents and students of Year 13 on Tuesday 18th October 2011, from 5.00pm to 7.30pm, to enable discussion of your daughter's/son's progress with subject staff. We expect all students to attend the meeting with their parents.

To make the best use of time, we offer parents timed appointments, the allocation of which has been computerised. The appointments given are of five minutes duration and we ask your co-operation in keeping to the arranged times or the system will break down. It may, of course, appear that a much longer and deeper interview is necessary because of a particularly worrying problem. In such cases alternative arrangements should be made at a mutually convenient time. A bell will sound at 7.45pm to signal the **end** of the consultation evening. Your list of appointments will be given to your son/daughter by Thursday 13th October.

Please complete the attached slip. If you would like an appointment with your daughter's/son's Form Tutor please indicate this on the slip. If you have a preference for earlier or later appointment times or if you would like to see a teacher that you didn't have an appointment with last year please note this on the slip and we will try to accommodate your request. You will receive a schedule of appointments, which may include an appointment with the Head of Learning (Mr Ninkovic) or Deputy Headteacher, Head of Sixth Form (Mr Wakefield) if there are any points they particularly want to raise with you. Mr Ninkovic and Mr Wakefield will have a number of other appointments during the evening and so will be unable to see parents without an appointment. However, should you wish to see Mr Ninkovic or Mr Wakefield and do not receive an appointment then please contact them by phone at the school number or email at either nin@latymer.co.uk or wke@latymer.co.uk.

We are planning to use both the Great and Small Halls for the consultation meeting. The registration table will be situated by the entrance at the back of the Great Hall. Information will be displayed by the registration table.

Please remember that Haselbury Road is a public road. Residents experience a good deal of disruption from Latymer traffic. If coming by car, it would help relations with residents if you could please drive in the North Gate and park in the playground rather than in the road to avoid the risk of blocking residents' drives. In any case, please bear in mind that the entrance for parents' evenings is via the concert entrance door, to the rear of the main building which is accessible from the car park. Access is not available from the North or South entrances or through the main reception. Parents may leave at various times during the evening so please ensure that you do not block in other cars. The car park exit is via the South Gate.

Yours sincerely,

Mark Garbett
Headteacher

Please return this form to the blue collection trays in the Small Hall by Thurs 22nd September

Student's Name:	Form:
*I/We shall be able / unable to attend the Parent Consultation Evening on Tuesday 18 th October	
*I/We would / would not like an appointment with the Head of Learning (Mr Ninkovic)	
*I/We would / would not like an appointment with Mr Wakefield	
*I/We would / would not like an appointment with my son/daughter's Form Tutor	
Parent Signature:	Date:

****Please delete as necessary***

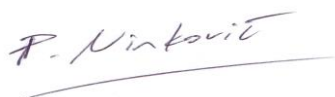
Dear Parents/Carers,

I thought it would be useful to outline some of the work that we have been doing with Year 13 students in the last few weeks and to indicate some of the decisions and issues that face them in the coming months.

- All Year 13 students have reviewed their progress and set targets in light of their summer report and AS results. This process included highlighting potential University courses or possible careers.
- They have received advice on which AS modules to retake and when to take them. It is important that they prepare well in advance for these and consequently they have been advised to set aside some of their study periods. There is a Sixth Form study area and they have access to the library and computer rooms.
- Every student was assigned a UCAS referee (a member of staff who edits their personal statement and school reference) at the start of the Autumn Term.
- They have been working on their personal statements and UCAS selections, using the materials available on the sixth form intranet site. The deadline for Oxbridge and Medical applications is the end of September and for other courses is early December.
- Any student who is not yet at a stage when they can complete the online application or has not booked their appointment with Ms Daly should focus on this as a matter of urgency.
- Students will begin the process of preparing for academic and job interviews in the latter part of this half term. This will include a designated assembly and practical work in tutor groups.
- In January they will be sitting some A2 exams and any retakes that they have decided to sit. There will be exam leave for these exams.

I hope that you have a worthwhile evening.

Yours sincerely,

A handwritten signature in cursive script, reading 'P. Ninkovic', with a horizontal line underneath it.

Mr P Ninkovic
Head of Learning Year 13

Year 13 Parents/Carers: Your view of The Latymer School

This school wishes to evaluate itself by learning from questionnaires such as this one. Similar questionnaires will be addressed to students during the school year.

Please read the following statements and tick the answer which best fits your thoughts about the school since you last completed a questionnaire. Please only tick one box per statement. If you cannot answer leave it blank.

	(Please tick)	Strongly agree	Agree	Disagree	Strongly disagree	Not applicable
1	My child enjoys school					
2	My child feels safe in school					
3	The school keeps me sufficiently informed about my child's progress					
4	My child is making enough progress at this school					
5	The teaching is good at this school					
6	The school helps me to support my child's learning (eg. through parent information evenings, Internet, student support meetings)					
7	The school helps my child to have a healthy lifestyle					
8	The school makes sure that my child is well prepared for the future (for example, changing year group, changing school, options guidance and for children who are finishing school, entering further or higher education, or entering employment)					
9	The school meets my child's particular needs					
10	The school deals effectively with unacceptable behaviour					
11	The school listens to account of my suggestions and concerns					
12	The school is led and managed effectively					
13	Overall, I am happy with my child's experience at this school					
14	If you want to explain any of your answers, or if there is anything else you want the school to be aware of, please give details here.					

If you wish to add any further comments, please use the back of this questionnaire, or write separately to Mr Garbett.

Please do not refer to individual members of staff by name.

Please return your completed form to the box on the registration table
