

30th April 2024

Dear Parents/Guardians

**Re: Year 7 Parents' Evening - Wednesday 8th May 2024**

I would like to invite you to the **Year 7 Parents' Evening** on **Wednesday 8th May 2024, 2:30pm - 7:00pm**. This evening is an excellent opportunity to discuss your child's effort and progress with their subject teachers.

Appointments with your child's subject teachers can be made using our online booking system, enabling you to book your preferred time slots with staff directly. You will then meet teachers in person at school on the day. The booking system will open on Thursday 25th April at 3pm for some parents (we would like to offer priority booking of appointments for a variety of different reasons including PP and SEND students), and on Monday 29th April for the rest of the year group. Bookings will close on Friday 3rd May; appointment times will be made on a first-come, first-served basis.

By using the link below you will also be able to confirm your attendance on the evening. Please confirm your attendance by **Friday 3rd May**, indicating whether or not you will be able to attend. Please note if attendance is not confirmed, you will receive a phone call from Ms Loizou, Mr McLoughlin-Wilden or your child's form tutor; this is a supportive measure to see if we can help and make any arrangements necessary for your attendance at Parents' Evening. To access the online system please follow this link:

<https://ruisliphigh.parentseveningsystem.co.uk>

Appointments will be held in person from **2:30pm** to **7:00pm** and **students are expected to join their parents/guardians during meetings in full school uniform**.

During the evening, teachers will try to meet as many parents/guardians as possible but if a teacher's appointment list is full, parents/guardians can request a phone call or brief written statement following the evening. Appointments will also be limited to five minutes. Head of Year appointments will not be open, as I teach several Year 7 classes, but please contact me via the school office if there is an issue that you need to discuss.

Students will be finishing school early on 8th May 2024 to ensure that staff are available for all appointments. Year 7 students will be dismissed from school at **1:35pm** on that day.

Parent partnership remains a key to student success at Ruislip High School and we very much look forward to seeing you and your child at the Year 7 Parents' Evening. Should parents/guardians have any further questions, please contact me via the main school office.

Yours sincerely



Ms Loizou  
Head of Year 7