

Date: February 2012

Dear Parent / Carer

S2 Parents' Consultation
Wednesday, 29th February 2012

I am writing to confirm that there will be two opportunities for you to come into school to speak to staff about different aspects of the Course Choice process. Details of the Course Choice Information meeting with members of the Senior Management Team (**23rd February 2012 – 6:00 – 7:00 p.m.**) is to be found in the Course Choice Booklet, and there is also a twilight consultation meeting with staff for parents /carers of pupils in S2 between 4:30 p.m. and 7:00 p.m. on the above date.

On this occasion an appointment system for parents / carers will be in operation. A timetable plan for the evening is printed on the reverse side of this letter. Please sign in the appropriate place if you intend to come to the meeting and discuss with your son/daughter which teachers you would like to see. Enter the subjects concerned and the names of the teachers in the first two columns of the timetable, leaving the other three columns headed 'Time', 'Teacher's Initials' and 'Room' blank. Your son/daughter may approach the teachers named by you for appointment times at any time between now and the time of the Parents' Consultation. When these are agreed, the teacher will initial the form and enter the time of the appointment. This should allow you to have an idea of your commitments before the consultation. However, if you are unable to make appointments before the day, you can still add your name to the teacher's list before 5:30 p.m.

If the system is to work, teachers and parents should try to keep to appointment times and interviews should last not more than 5 minutes. Please ask your son/daughter to leave a few minutes between appointments to enable you to move between the rooms where the teachers are based.

If your son / daughter finds it impossible to make all the appointments that you wish, please contact the appropriate House Head or Support for Pupils' Teacher, (formerly Guidance) preferably before the Parents' Consultation.

A plan of the room arrangements for the evening is attached to help you to find your way around. Tea/coffee will be available in the staffroom on the first floor and representatives of Careers Scotland will be available for consultation in the Library with the Support for Pupils' Staff.

We look forward to seeing you at the Parents' Consultation.

Yours faithfully

P Macarthur
Head Teacher