

Dear Parent(s)/Guardian(s)

**First Year Level 3 students:
Parents' Consultation Week 4th February – 8th February
AS/V1 Subject Parents' Evening 6th February 3.45 to 7.00**

We are offering a flexible approach to staff consultation with parents during the week commencing 4th February.

- Our AS/V1 subject Parents' Evening will be held on Wednesday 6th February between 3.45 and 7.00. However if your son/daughter is making good progress in a given subject and their attendance, punctuality, contribution in class, ability to meet deadlines and their effort have all been assessed as good or better their subject/course tutor may feel and that at this stage there is no need for a face to face meeting. They will then issue a letter to this effect. (Note: you may get a letter from more than one subject). If you would still like to have a meeting with that tutor you can still ask for one to be arranged.
- For those students following a BTEC or Diploma programme we have designated the full week as a Parents' consultation event. Appointments can, therefore be made during the day(if possible) or on the Monday, Tuesday or Thursday between 4.30 and 5.30 or on our Parents' Evening 6th February 2013. However, if your son/daughter is making good progress on their programme and their attendance, punctuality, contribution in class, ability to meet deadlines and their effort have all been assessed as good or better their tutor may feel and that at this stage there is no need for a face to face meeting. They will then issue a letter to this effect. (Note: you may get a letter from more than one subject).If you would still like to have a meeting with that tutor you can still ask for one to be arranged.
- If an AS, BTEC or Diploma tutor has issues that they want to discuss with you directly they will ask your son/daughter to make the appointment; these will be for approximately 5 to 10 minutes.

NOTE: All appointments will be made via the student on a first come first served basis. Some tutors may wish to speak to all parents of students they teach, even if students are progressing well.

We monitor student progress each half-term and students will be issued with performance monitoring criteria for each of these periods. Some key dates coming up in the next few months include:

- Performance criteria will be issued on line the week commencing 25 February 2013. Your son/daughter can access this for you via the following link.
- <https://my.priestley.ac.uk/live/f?p=115:1>
- January exam results published 7th March 2013
- First year level reviews with subject tutors – Monday 11th March

If you have any queries about the Parents' Consultation Week, please contact Kath Hope on k.hope@priestley.ac.uk in the first instance.

Yours sincerely

Fran Evans
Director of Student Services