

June 2020

Dear Parent/Carer

Year 12 Student Progress Meetings – Wednesday 17th June 2020.

I hope that you and your families are well. Please read this letter in conjunction with the letter sent to you before half term which highlighted the safety systems we will have in place for the Student Progress Meetings and included information for your sons and daughters about arrangements for the day. I have attached a further copy of this letter for your information. Both letters will be forwarded to your son or daughter by their sixth form e-mail for information.

The purpose of the meeting between your son/daughter and their subject teacher will be to talk about how your son/daughter has been managing their work during lockdown, how much work they have completed along with next steps to improve. We hope that you will encourage your son/daughter to attend this important first phase of face to face support.

Towards the end of last half term you received a copy of your son's/daughter's latest Student Progress Report via My Ed and email, which enabled you to see the progress he/she has made in each subject prior to lockdown. The report also contained information regarding your son's/daughter's current working grade and their target grades. It also included information about their attitude to learning (EDGE). Progress since lockdown and next steps will be discussed at the meeting.

In order to make the booking of appointments as efficient as possible, we are using the same booking system as is used for booking appointments for our Student Progress Evenings. This can be accessed at the following website address: <https://parents-booking.co.uk/higham>

To enable your son or daughter to secure appointments for all of their subject teachers, the Student Progress Meetings will run from 9.00am – 3.20pm. Please choose the appointment times within this time frame which are most convenient to your son/daughter. Appointments will be of 15 minutes duration with a five minute gap between appointments.

Please note that you will not be able to make appointments for Law, Psychology or Block B Geography as these teachers will not be able to attend. Instead they will ring your son or daughter during week beginning Monday 15th June 2020. You will also see that we are offering only am (from 9am till midday) appointments for some subjects. These are for Art, Computer Science, English Language, English Literature, French, Further Maths, Health & Social Care, Media and Physics. For safety reasons, this is to minimise the number of students and staff on site.

There is also an opportunity for your son or daughter to make an appointment with me for any general queries.

How do I book appointments for my son or daughter? To book appointments, please log onto <https://parents-booking.co.uk/higham> and enter the following information to enable you to log in:

1. Parent's title e.g. Mr, Mrs
2. Parent's surname
3. Son's/Daughter's preferred first name i.e. the name they are known by by their teachers e.g. Sue instead of Susan, Chris instead of Christopher, etc
4. Son's/Daughter's surname
5. Son's/Daughter's Date of Birth - dd/mm/yyyy

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When can I log in and book appointments?

The Year 12 Student Progress Meetings appointment booking system will go live at **6pm on Friday 5th June 2020** and will close on **16th June 2020 at 12 noon**.

Please do not try to book appointments before this time. The booking system may still be undertaking maintenance and if you book any appointments before the system is officially open, this may mean your request is not submitted correctly or appointments are cancelled.

Please note the online booking system operates on a first-come, first-served basis. We only require the student to attend the meeting please, not their parent/carers, as we must limit the number of people on our site at this time.

If you experience difficulties logging in please contact the School's Student Progress Evening Administrator via ParentProgress@highamlaneschool.co.uk. Please do not telephone the school during the current closure.

Guidance and support

Please look at the video guidance once logged into <https://parents-booking.co.uk/higham>

Your son or daughter must report to the signing in area at Student Services off Brookdale Road, in order to register his/her attendance. Please ask your son or daughter to make a note of his/her appointment times, rooms and teachers. Please ensure that your son or daughter keeps to the fifteen minute allocated time with each teacher. We have asked teachers to do the same; this is essential to the smooth running of the appointments system.

We are exploring plans for further face to face support and will share our proposals soon. Thank you for your understanding during these challenging times.

We look forward to meeting Year 12 again finding out how they have been getting on.

Yours sincerely



Hanif Ladha

Assistant Headteacher (Head of Sixth Form)