

11th January 2022

Dear Varndean Families

The Year 8 parent teacher consultation evenings are scheduled for 19th and 20th January 2022.

The purpose of the evenings will be to provide you with the opportunity to discuss any concerns you may have about your child's progress with some of their subject teachers. This evening complements the other sources of information you have on your child's progress such as:

- Varndean Plus for daily information about attendance, achievement and behaviour points
- The progress report - the next one is due on 4th Feb
- The Year 8 options evening on 24th February - which is designed to help you and your child make their choices.

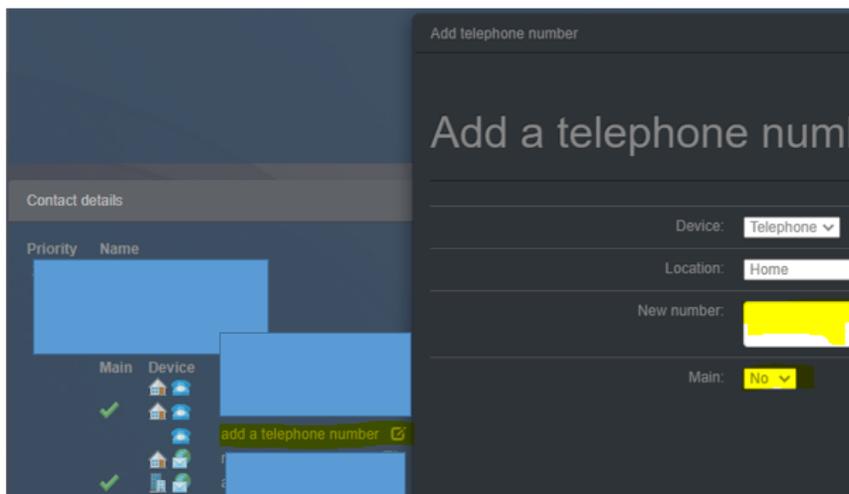
The evenings will run from 4.30 to 7.30pm, each appointment will be 5 minutes long and will be held by telephone call. It is vital that appointments run to and stick to time and to make this easier we have split the appointments over two evenings to reduce the chance of delays. This means that different subject teachers will be available on different evenings and, with a few exceptions, core subjects (English, Maths, Science and P.E.) will be on Wednesday and other subjects on Thursday.

As usual, appointments will be made using Varndean Plus and can only be made by parents/carers who elected to be listed as Priority 1 on our database. Parents will be limited to making a maximum of four appointments on Thursday evening. This will ensure there are sufficient appointments for the maximum number of families, as explained in [this document](#) shared with parents earlier in the year. Please do think carefully about which teachers you need to talk with.

Please also note that we are experiencing higher than usual levels of staff absence due to COVID and so some of your child's teachers may not be available on the evening at short notice. If we are unable to fulfil the appointment and there is key information you wish to

know then please email your questions to the teacher (using the prefix firstnamesurname@varndean.co.uk) who will endeavour to answer them as soon as possible.

Teachers will contact parents on the 'Main' telephone number we have listed for the parent who makes the booking. You can check and amend this number in Varndean Plus by going to the 'Personal Details' page which is listed under the 'General' menu tab. The 'Main' telephone number for a contact is indicated with a green tick. To change your main contact number, simply add the telephone number using the highlighted fields below and set it as 'Main'.



The screenshot shows the 'Add telephone number' interface in Varndean Plus. On the left, a table lists contact details with columns for 'Priority', 'Name', 'Main', and 'Device'. A green checkmark is visible in the 'Main' column for one contact. The main form area contains the following fields:

- Device: Telephone (dropdown)
- Location: Home (dropdown)
- New number: [Redacted]
- Main: No (dropdown)

Varndean Plus will open to book appointments at 7pm on Wednesday 12th January and close at midnight on Sunday 16th January.

If you have any questions about the arrangements or additional requirements then please contact your child's school base.

Yours sincerely

Gareth Hughes
Deputy Headteacher