

29th November 2021

Dear Varndean Families

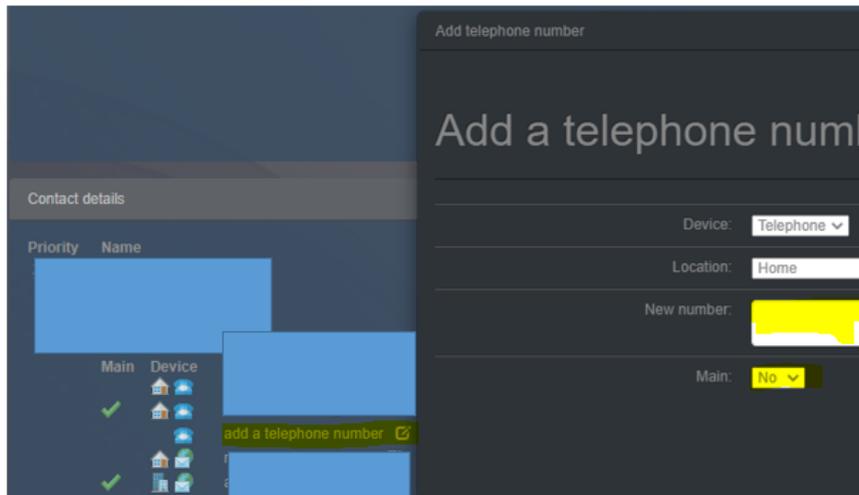
The year 10 parent teacher consultation evenings are scheduled for 8<sup>th</sup> and 9<sup>th</sup> December 2021. The evenings will provide you with the opportunity to discuss your child's progress with their subject teachers.

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, Geography 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. This will ensure there are sufficient appointments for the maximum number of families. Please note that there will not be appointments for Core PE or philosophy - should you wish to speak to these teachers please contact them via email (addresses are available on the school website).

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'.





Varndean Plus will open to book appointments at 7pm on Tuesday 30th November and close at midnight on Sunday 5th December. Please only make one booking per subject.

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