

PRINCIPAL: S.W. BLACK, M.Sc.



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6th January, 2021

To: Parents of pupils in **YEAR 10**

Dear Parent,

Choosing GCSE Subjects for September 2021

Parent-Teacher Consultation – Wednesday, 13th January, 2020 (2.00 – 4.30 p.m.)

To help you in this important process we are holding a Parent-Teacher Consultation afternoon at which you will be able to discuss your child's progress and attainment. You will already have received your child's December Progress Report and the consultation will provide further useful information to complement this. The Parent-Teacher Consultation will take place on **Wednesday, 13th January**.

You will be required to book appointments using Parent Evening Manager on ParentMail. The booking session will **open on Thursday, 7th January at 7.00 p.m.** and will **close on Tuesday, 12th January at 2.00 p.m.**

Please note that the 2 ½ hour consultation afternoon will be divided into **5-minute appointment slots** and that the consultation will be conducted by **telephone interviews**. In general, you should expect staff to call you on your mobile number.

Please also note that a **second consultation session** has been set up for the following part-time staff, who are not employed on a Wednesday afternoon - **Miss Bassett, Mrs Harris, Dr Livingston, Mrs McFarland and Mrs McKendry**. You may book telephone interviews for these teachers between **7.00 p.m. and 9.30 p.m.** on the same date.

You will appreciate that, with the large number of pupils and the limited time period, it will not be possible for all parents to see all of their children's teachers. I would therefore ask that you book a **maximum of 7 appointments**. You should consider carefully which teachers you wish to meet with and endeavour to book these appointments as early as possible. One such example would be if your child is planning to study Double Award Science in Year 11, it may not be necessary for you to meet with all of his/her Year 10 Science teachers.

If you need help with the online booking process, please visit the ParentMail help site at www.parentmail.co.uk/help/parenthelp/.

Further information about Ballymena Academy's Key Stage 4 Learning Programme and the subject choice process is contained in the GCSE Subject Choice Booklet, which will be sent to you by ParentMail shortly.

Yours sincerely,

S.W. Black (Principal)



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