

The Cherwell
School



A Centre of Opportunity

**MAKING the MOST
Of
PARENT and CARER
EVENINGS
(PCE)**

2014-2015

BEFORE THE EVENING

The dates of all PCE's and Information Evenings are available on the website. You will receive a letter 2 weeks before the PCE reminding you of when it is and where to go. Please complete the reply slip and return it to your child's tutor.

Make appointments - Your child will need to make appointments with the teachers that you want to see. There is a page for this in their Planner. You will see that each appointment lasts 5 minutes.

Leave enough time - Please set aside at least an hour and a half so that you can see as many teachers as possible. Teachers often run behind because they have many parents to see, so please be patient and leave enough time to see all of them.

Travel time. Your child will be encouraged to leave 5 minutes between each appointment so that you can get there on time.

Speak to your child to find out if there is anything they are concerned about at school or any questions they have

ON THE EVENING

Please arrive in plenty of time – car parking is limited and so it can take time to park. It's best not to drive if you can avoid it. Make sure you know which site the parents evening is being held on – North or South.

Please make sure that your child comes with you – this evening is all about them and so it's important that they are there to hear the feedback and advice and be able to ask any questions.

Sign in – Please sign in at reception. You will be given a map and other information that will help you.

Where to go – Your child's teachers will be in different rooms. These will not necessarily be the rooms your child has lessons in. We will give you a map and there will be signs up too. Another good reason to bring your child with you!

You may wish to **bring some money** as there are sometimes opportunities to purchase revision guides or other resources.

MEETING THE TEACHERS

Teachers will give guidance - They will also let you know how your child is progressing and the next steps they need to take in order to improve.

Bring a pen and a notepad if possible – this will help you make sure that you don't forget important advice and can continue to talk about it when you get home. **(We can supply these if you forget.)**

Ask questions - take the opportunity to raise any concerns or ask any questions that you want to. Encourage your child to do so too. Your child's teachers will want to help.

OTHER PEOPLE

There will be other people there that you can see – and there is no need to make an appointment – just drop in.

Mrs Archer (SENCo) to talk about any issues relating to Special Educational Needs

Mrs Wilson (EAL Consultant) – to talk about ways to support your child if English is not their first language.

Mrs Young (Attendance and Inclusion Officer) – to talk to about any support you or your family may need during times of difficulty e.g. separation, divorce, illness or bereavement. She offers parenting classes and also supports our Young Carers in school.

Year Leader, Deputy Year Leader and Senior Staff will all be there to ask any questions you may have about school.

AFTERWARDS

Congratulate your child for their successes before discussing any other areas. For some, a reward may even be in order!!

Let us know if there are any ways in which you think we could improve PCE.