



# Stocksbridge High School

(A part of the Minerva Learning Trust)

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21 December 2018

Dear Parents and Carers

## Y8 Parents Evening and Option Subject Information Evening

I am writing to invite you to the **Year 8 Parents Evening on Wednesday 16 January 2019 from 4.30pm – 7.30pm.**

Each appointment will be 5 minutes long. If you think you may need to speak to a member of staff for a longer period of time, please make individual arrangements for an alternative time outside the parents evening.

You will be able to book 5-minute appointments from 4.30pm – 7.15pm through the Parentmail app/system detailed below. You can also choose to listen to talks from the Option Choice Subject Leaders from 6.30pm – 7.30pm. Each of the talks will last 15 minutes and you will have the opportunity to listen to up to 4 pairs of talks moving between the rooms as identified above.

Depending upon the number of people attending, you have the option to split the evening:

- one parent/carer attending – attend booked Parents Evening appointments 4.30pm – 6.30pm, then go to Option subject talks 6.30pm – 7.30pm
- or more than one parent/carer attending – person 1 attend booked appointments 4.30pm – 7.15pm, person 2 then go to Option subject talks 6.30pm – 7.30pm with parents/carers doing separate roles.

Please note you will need to be registered on PMX Parentmail to be able to book appointments – if you are not registered, please email/phone [rallen@stocksbridgehigh.sheffield.sch.uk](mailto:rallen@stocksbridgehigh.sheffield.sch.uk) within the next week. If you have an Android or Apple smartphone, we would highly recommend you download the Parentmail (PMX) App so you can book appointments on your phone as soon as the appointment booking goes live. To do this, simply search for 'Parentmail (PMX)' in your App store. It is important that if you change or have recently changed your most useful/used email address or telephone number in Parentmail please inform the school so we can also update our SIMS records. The booking system uses your SIMS email address.

**On Monday 7 January 2019 at 5:00pm** the Year 8 Booking Window will become 'live'. You will be notified of this via email/text message (whichever system you use). This booking window will be open until **Sunday 13 January 2019 at 8pm.**

You will be able to select appointment times that are convenient to you in order to see as many members of staff as you would like over the course of the evening. The booking process updates in real time, as soon as an appointment is booked, it will be greyed out and you will no longer be able to select it. As with any booking system, the sooner you view and book your appointments, the more likely you are to get the appointment(s) you want. Please be mindful of moving between staff in different rooms or areas of school. It is advisable to book appointments with small gaps between to enable you to travel and get to the next appointment on time.

**If your child has a split class taught by more than one member of staff, the booking system will only show the allocated teacher to book your appointment with for that subject. School and subject staff welcome parents and students to attend our Parents Evenings to enable positive discussions and target setting.**

When you have finished booking, you will be able to print all the appointments you have booked or email them to yourself/a partner. As with the usual Parents Evening process, you may not get to see all the staff that you wish to due to the limits of numbers of available 'slots'. We will continue to monitor this and would welcome feedback in order to improve the system and process. It's all very straight-forward, but if you need help you can visit the PMX Parentmail help site: <https://www.pmx.parentmail.co.uk/help/parenthelp/>.

Also included is a helpful parents' user guide to assist in the booking process. If you do not wish to book your parents' evening appointment online, you can simply contact the school office by phone/email and the following staff will be able to support you through the process - we will be able to book appointments for you.

**Miss Danielle Heath - [dheath@stocksbridgehigh.sheffield.sch.uk](mailto:dheath@stocksbridgehigh.sheffield.sch.uk)**

### Option Subject Sessions (6.30pm – 7.30pm)

Last year we moved to a 3-year KS4, which means that all Year 8 students are expected to make subject choices in their Spring Term. In order to streamline events where parents/carers are asked to attend, we are combining the Parents Evening and the Options Subject Information Evening. There will be an opportunity to listen to subject information talks about the options on offer for your child. Students will be asked to choose 4 subjects.

Subject Area	Staff/Room	Subject Area	Room
Science (Double or Triple)	Mr P Schuller O3	Geography/Travel & Tourism Art/Photography*	Mrs J Mills Mr D Sumpner O10
History Performing Arts	Mr M Staunton Miss L Armitage O4	Health & Social Care Sport	Mrs C Jackson Mr P Banton O8
Sociology French	Miss V Dunne Mrs J Skitt/Mrs C Smith O6	Computer Science Business Studies	Mr C Bryan O5
Technology Options	Mr M Fawcett Mrs K Abbott O2	*TBC	

There will be further events in January/February (as listed below) to help and support your son/daughter through the options process next term and you will receive a further letter detailing all these opportunities w/c Monday 7 January 2019.

Year 8 Options Timeline 2019	
Task	When
Parents Evening/Options Talks letter distributed to parents	Friday 21 December 2018
Options Process Parents letter - overview of this year, including exam timetable	w/c Monday 7 January 2019
Options Assembly Y8 in school	Monday 14 January 2019
Parents Evening (4.30pm - 7.30pm)	Wednesday 16 January 2019
Options Information Evening & Marketplace	Thursday 24 January 2019 6pm - 7pm
Form Tutor Conversations	w/c 28 January 2019
Y8 Pre-Option Exam Week	w/c 4 February 2019
KS4 Taster Week	w/c 11 February 2019
Options Day (Students off-timetable half-day/half-year) Options Booklets & Option Choices form distributed	Wednesday 27 February 2019
Deadline for Option Choices forms	Wednesday 6 March 2019

Please do not hesitate to contact me or the members of staff listed in the letter if you have any further questions.

Yours faithfully



Mrs Claire Jackson  
Assistant Headteacher, Planning for Progress