



T H E
GLASGOW ACADEMY

Dear Parents,

You will know from the school calendar that the Parents Evening for parents with children in S3 is to be held on Wednesday 7 December. We very much hope that you will be able to come to the Dining Hall on that evening and meet the members of staff who teach your daughter or son. We would encourage you to bring your children to the appointments as they benefit greatly from the three-way discussion and from the obvious strength of partnership between home and school.

In order to reduce your waiting time, your daughter or son will be allocated a period within the evening during which to make appointments for you with your child's teachers. If other commitments make it important for you to have appointments at a particular stage of the evening, please ensure that your daughter or son knows of this and can pass on the information at the time when the periods are allocated: they will begin at 5.00, 5.45 and 6.30. This preliminary administration will take place during the week before the Parents Evening.

No appointments will be arranged after 7.15 and you are particularly asked not to keep members of staff behind after the planned finishing time of the evening. Please also keep as closely as possible to the five minutes which will be set aside for each appointment: if there are matters which require a longer discussion, you are most welcome to make a separate arrangement to meet the teacher in question, Dr Andrews, Assistant Rector responsible for S3, or myself.

We all know from past experience just how valuable these meetings between parents and teachers can be, and I therefore look forward to seeing you at The Academy on 7 December.

Yours sincerely,

Rector