Cannock Chase High School

A company limited by guarantee, registered in England and Wales, number 07727974.

Headteacher: Mr I Turnbull, BEd(Hons), NPQH

My Ref:	CAG/001	Your Ref:		Date:	5 October 2015

Dear

Year 10 Parents' Evening – Thursday 22 October 2015

You are cordially invited to the Year 10 Parents' Evening to be held on Thursday 22 October 2015 at **Upper School**, entering through the Foyer. The evening will begin at 4.00 pm and conclude by 6.30 pm. We ask that you to sign in upon your arrival with the Pastoral Manager in the Foyer. During the evening you will have the opportunity to discuss your child's progress with individual teachers of their subjects and their form group tutor.

We are continuing to use the on-line appointments system and it is essential that you adhere to the time allocated to you. To make an appointment please go to the on-line booking system at http://cchs.spellcoder.co.uk and follow the instructions.

An Appointment Sheet is enclosed for you to note down your schedule along with some simple step-by-step instructions on how the system operates. However, if you do not have access to the internet, your child will still be able to bring in the Appointment Sheet and approach teachers directly to arrange appointments "the old fashioned way". A map giving the locations of each Learning Community is printed on the back of the Appointment Sheet to assist in your planning. **We suggest you leave at least a 5 minute gap after the end of one appointment and before the next one, to allow for travelling time**.

Please complete the Reply Slip on the back of this letter and return it to your child's Tutor by Friday 16 October. Some of the locations are on the first floor, please contact Mr B Quiney, Pastoral Manager (ext 205) to let us know if this would present a problem and an alternative meeting point on the ground floor will be arranged.

As Year 10 is such a vital year in your child's education, your attendance at this evening is an imperative component in ensuring that we work together to support them in getting the best possible results.

Members of the Leadership will be available, should you wish to see them. Located in the Sixth Form Centre we have our Careers Officer who will be available to answer any questions, and where you will also find some light refreshments. Should you wish to speak to a member of the Inclusion Community, please contact them directly in order to make an appointment.

Parents are asked to avoid parking in Pennine Drive, there is ample car parking space available at the Upper School site.

We look forward to meeting you on the evening.

Yours sincerely

Mr I Turnbull
Headteacher
Enc

Ms W Veasey
Director of Year 10

The Academy for our Community

Hednesford Road, Cannock, Staffordshire WS11 1JT Tel: (01543) 502450 Fax: (01543) 577528
Website: www.cannockchase-high.staffs.sch.uk E-mail: headteacher@cannockchase-high.staffs.sch.uk

Science: Mr Abura is unable to attend Parents' Evening, appointments for his classes will be taken as follows:
* Miss Britton will take appointments for students in his 10B2 class; and
** Mr Popov will take appointments for students in his 10A3 class.
Design Technology: Ms L Turner is unable to attend Parent's Evening.
*** As Ms Turner shares this class with Mrs Durber, Mrs Durber will take the appointments.

✄ ....

Year 10 Parents' Evening, Thursday 22 October 2015 – Reply Slip

Student's name: **_____**   Tutor Group: _____

I/We WILL be attending Parents' Evening‡

I/We will NOT be attending Parents' Evening‡

‡ *delete as appropriate*

Signed: ....   Date: ………………………………….
(Parent/Guardian)

Please return to your child's Tutor by Friday 16 October 2015

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PARENTS' EVENING APPOINTMENT SHEET

YEAR 10 – THURSDAY 22 OCTOBER 2015

| Student:		TG

SUBJECT	TEACHER	TIME

PLEASE BRING THIS FORM WITH YOU ON PARENTS' EVENING
Appointments will be of five minutes duration, which must be adhered to for the smooth running of the evening. **We suggest you leave at least a 5 minute gap after the end of one appointment and before the next one, to allow for travelling time.** If further consultation is necessary, please contact your child's tutor.

Year 10 Parents' Evening
Thursday 22 October 2015

Upper School Site
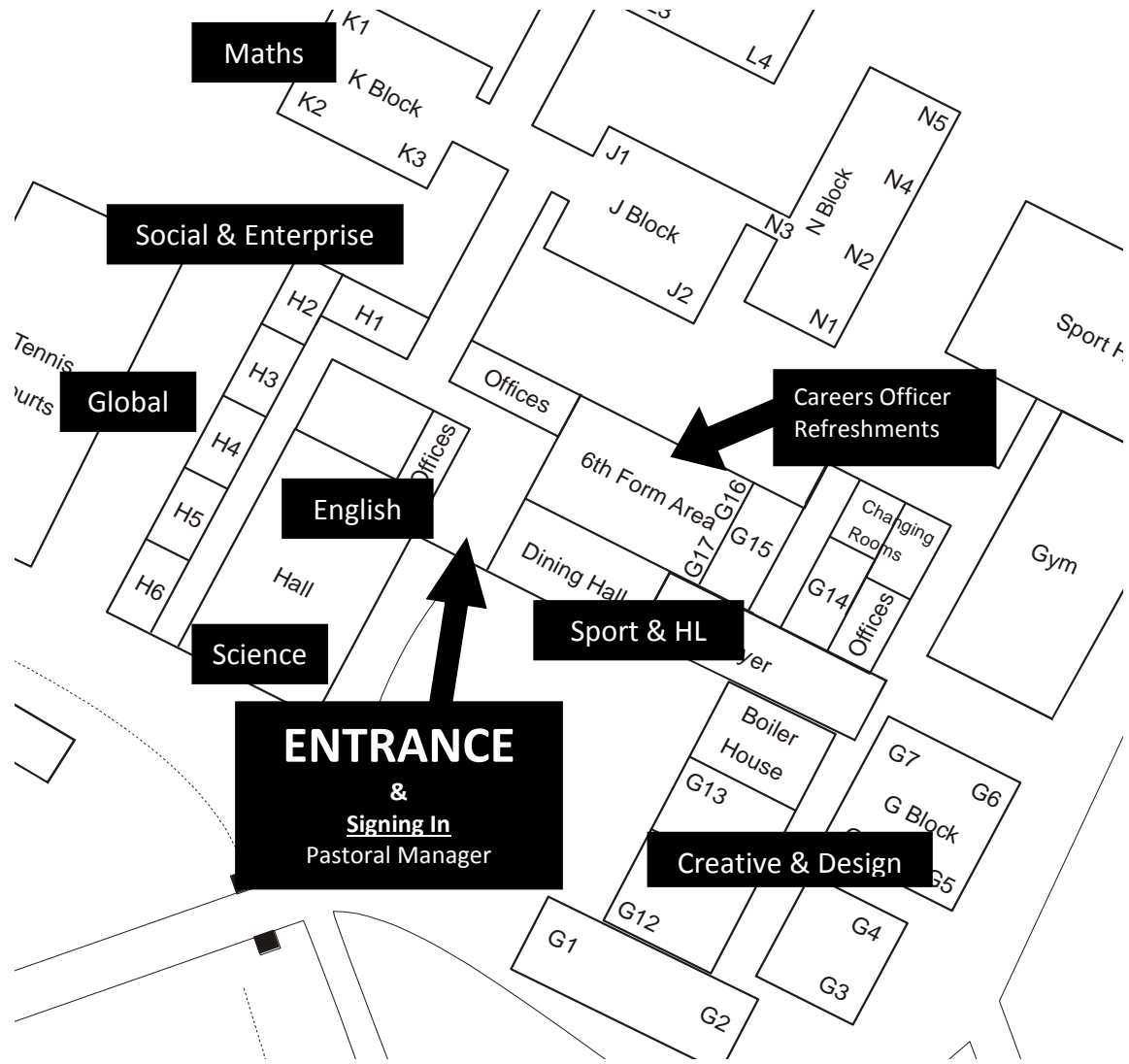
Please enter through the Main Foyer

KEY:

English	**Hall**
Maths	**K1, K2, K3, K4, K5, K6**
Science	**Hall**
Creative & Design	**G1, G13**
Art, Drama, Music, Product Design, Graphics, Textiles	
Global	**H3, H4, H5**
Geography, History, Languages	
Social & Enterprise	**H1, H2**
RE, Psychology, Sociology, Citizenship, Business Studies, ICT, Creative I Media	
Sport & Healthy Lifestyles	**Dining Hall**
PE, Health & Social Care, Child Development, Food	

Foyer
Signing In

Pastoral Manager

Sixth Form Centre
Careers Officer

Refreshments

Map labels: Maths, K1, K2, K3, K Block, L4, N5, N4, N Block, N3, N2, N1, J1, J Block, J2, Social & Enterprise, H2, H1, Offices, Global, H3, H4, H5, H6, Hall, Tennis Courts, English, Offices, Science, 6th Form Area, G16, G17, G15, G14, Changing Rooms, Offices, Careers Officer Refreshments, Sport & HL, Sport H, Gym, Dining Hall, ENTRANCE & Signing In Pastoral Manager, Boiler House, G13, G7, G6, G5, G Block, Creative & Design, G12, G1, G4, G3, G2
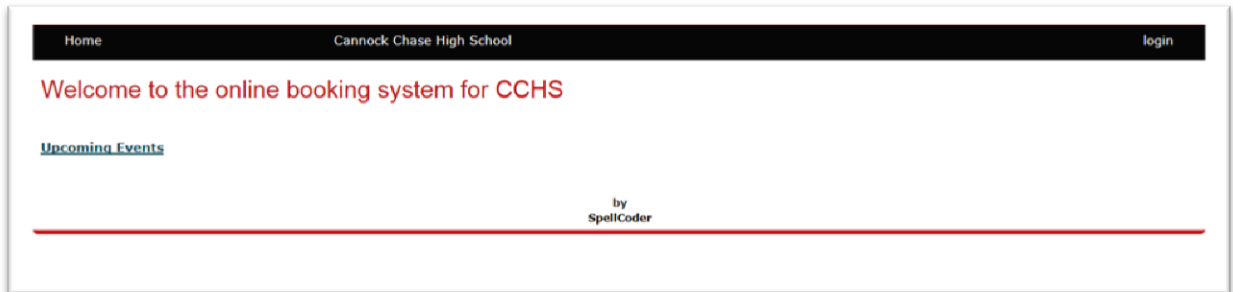
CCHS OBS – Booking an Appointment
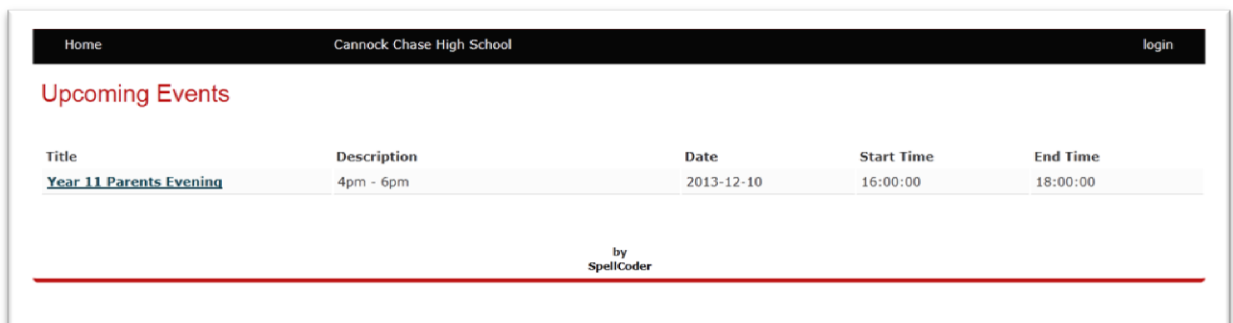
The online booking system makes it easy to book an appointment with a specific teacher for any event.

Go to http://cchs.spellcoder.co.uk
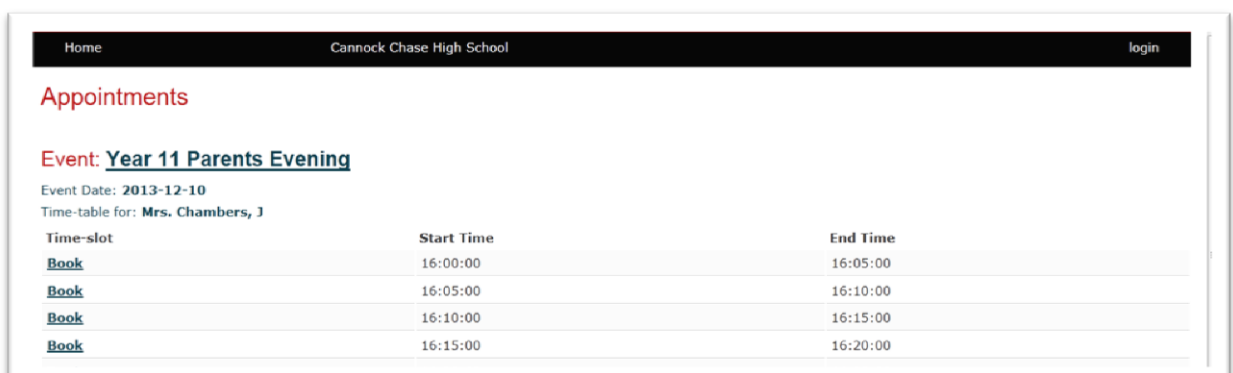

Click on the **Upcoming Events** link
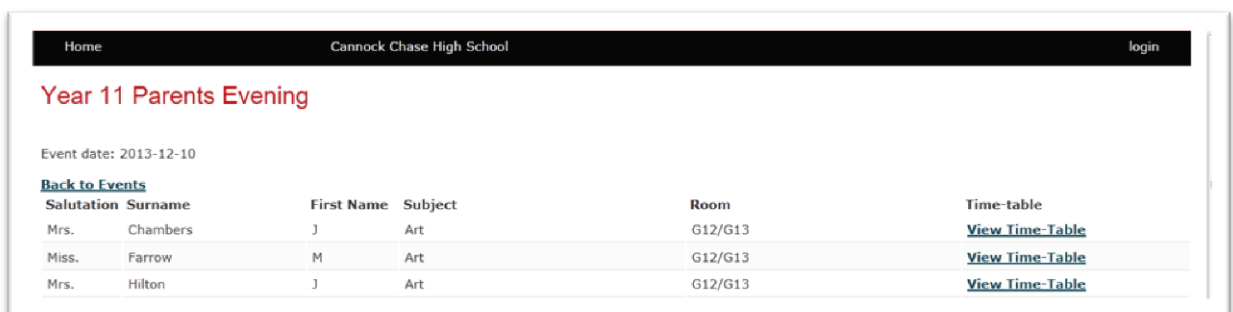
The upcoming school events will be displayed. **Click the link** for the event for which you would like to make a booking, ie Year 10 Parents Evening.

Details for that even will appear. Click on the **View Time-Table** link for the contact with whom you would like to book an appointment.

The Appointments for that contact will appear.

Click the **Book** link for the time-slot that you would like to book.

Enter your details including an email address (optional) to which you would like a confirmation of the appointment to be sent.
Click on **Save** to complete the booking.

A confirmation screen will appear. Please note that the time-slot that you have just booked will now be marked as un-available.

That's it. Your appointment has been booked and the contact will be notified.

If you wish to book multiple appointments simply click the **Event:** link and repeat this process.