



# DUNBAR GRAMMAR SCHOOL

Dunbar Grammar is a caring community where you can RISE to be your best  
RESPECT INCLUSION SUPPORT EFFORT



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Headteacher  
C Slowther

Depute Headteacher  
E Offer

Depute Headteacher  
R Maxton

17 January 2020

Dear Parent/Carer

### Parents' Evening S3

As you may know there will be a parents' evening on **Tuesday 28 January from 5.00pm – 7.30pm** for parents of students in S3. At this event you will have the opportunity to discuss your son/daughter's progress with individual teachers in each subject.

Teachers can be consulted in faculties situated on the ground floor and members of the School Leadership Team, including Guidance Principal Teachers', will also be present.

**We strongly recommend that you attend this event and that your son/daughter accompanies you.**

To ease congestion for this meeting we use an appointment system for all departments. Please ask your son/daughter to agree a suitable time for you *with the teachers you particularly wish to meet* and note it on the attached sheet. It is vital that appointment times are kept to and we request that you make a separate appointment if you need to have a longer discussion with a teacher. We would be grateful for any comments you may have which would help to improve the system.

If on the evening you are unable to see all of the teachers you would like, please contact your son/daughter's Guidance Teacher to make alternative arrangements.

Please complete the tear off slip below and ensure its return to your son/daughter's register teacher by Friday 24 January.

Yours sincerely

R Maxton  
Depute Headteacher

X.....

Please complete and return to register teacher by Friday 24 January 2020.

Student's name ..... Class .....

I acknowledge receipt of the letter regarding the S3 Parents' Evening on **Tuesday 28 January 2020**

I / we will be present

I / we will not be present

(Please tick)

Parent/Guardian Signature .....

## DUNBAR GRAMMAR SCHOOL

### PARENTS' EVENING BOOKING FORM

STUDENT NAME .....Class: S3 Date: 28/01/2020

Parents request to visit the following departments:

#### STUDENTS

- Ensure you make an appointment with the teachers your parents particularly want to see (see box above).
- **ONLY MAKE APPOINTMENTS IN THE "WHITE" TIME SLOTS.**
- Allow time for your parents to travel from one teacher to another.
- Enter subject, teacher and room in the boxes below after you have agreed the time with the teacher.
- Remember to give this form to your parents when they come to the meeting.

#### PARENTS

- It is important to keep to the times on the booking form.
- A follow up interview may be arranged if necessary.

Time	Subject	Teacher	Room
5.00pm			
5.05pm			
5.10pm			
5.15pm			
5.20pm			
5.25pm			
5.30pm			
5.35pm			
5.40pm			
5.45pm			
5.50pm			
5.55pm			
6.00pm			
6.05pm			
6.10pm			
6.15pm			
6.20pm			
6.25pm			
6.30pm			
6.35pm			
6.40pm			
6.45pm			
6.50pm			
6.55pm			
7.00pm			
7.05pm			
7.10pm			
7.15pm			
7.20pm			
7.25pm			