

PARENTS' OPEN EVENINGS

Instructions for Students

- 1 As soon as your reply slip is returned, if your parents have indicated they will be attending:
 - (a) Fill in on the next page **your name** and **tutor group** at the top of the sheet.
 - (b) Fill in the **Open Evening date**.
 - (c) Cross out the appointments before your parents are expected to arrive at School.
e.g. **If your parents want a first appointment at 6.30 pm, cross out all the appointments between 4.30 and 6.25 pm.**

- 2 At the beginning of every lesson in the week or so before the Open Evening, each subject teacher will make appointments for every member of your class whose parents are attending the evening.

REMEMBER:
 - (a) DO NOT MAKE APPOINTMENTS BEFORE THE TIME YOUR PARENTS ARE DUE TO ARRIVE AT SCHOOL.
 - (b) EACH APPOINTMENT IS FIVE MINUTES.

- 3 Try and group your appointments in a block so that your parents do not have to wait around unnecessarily.

- 4 Remember to bring your Student Planner with you on the night.

- 5 Students should arrange to meet their parents in the FOYER and be dressed in full School uniform.

- 6 Record your targets for improvement below and on the next page based on the feedback you received from your teachers at Open Evening.

PARENTS' OPEN EVENING FOR YEAR

Date

Name of Student Tutor Group

Time	Teacher's Name	Subject	My Targets for Improvement
4.00	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.05	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.10	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.15	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.20	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.25	<input type="text"/>	<input type="text"/>	<input type="text"/>