



Smithdon High School  
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Ref: AMo/NW

5 June 2023

Dear Parent

**Re: Year 7 Parents' Evening – Thursday 15 June 2023**

I am writing to invite you to our forthcoming Year 7 Parents' Evening, which will take place on Thursday 15 June from 4.00pm to 7.00pm. During this time, you will have the opportunity to discuss your son or daughter's achievements and progress during the year so far, looking at areas of success and areas that need to be worked on during the remaining months of Year 7.

For some of our subjects, due to the size of our departments, there will be limited availability for appointments. If you are unable to get an appointment and wish to speak to the member of staff please do contact them by email. The subjects affected by this are Music, Drama, DT, Food and ICT.

Please also be aware that Miss Soper and Mr McQuaid will be unavailable for appointments on the evening. If your child is in their class and you wish to contact them, then please email [v.soper@smithdonhigh.org.uk](mailto:v.soper@smithdonhigh.org.uk) or [c.mcquaid@smithdonhigh.org.uk](mailto:c.mcquaid@smithdonhigh.org.uk)

Please book your appointments by using the parents' evening booking system. A user guide with step by step instructions on how to make the bookings is attached. If you require any assistance in booking appointments using this system, please contact us on the following email address [data@smithdonhigh.org.uk](mailto:data@smithdonhigh.org.uk).

Appointments will be limited to five minutes, with a bell ringing to indicate the end of the appointment. The next appointment will start one minute later. Parents who do not have an appointment will be asked to wait around the outside of the hall until their appointment time.

Staff will be seated in department groups on this occasion. This will enable you to identify and meet the Head of Department should you need to.

I encourage you to attend as it is vital we continue to work together to ensure that your son or daughter achieves their true potential.

I look forward to seeing you and your child on Thursday 15 June.

Yours sincerely

**Ms A Moat**  
**Senior Teacher**  
**Head of Year 7**

