



Ref: MPN/NJO/Year 9 Parents Evening

19th January 2024

Dear Parents/Carers

Year 9 Progress and Options Information Evening – Thursday 1st February 2024

We are delighted to invite you to our **Year 9 Progress and Options Information Evening** on **Thursday 1st February 2024 between 3.45pm-7.15pm**. This term marks the start of the Key Stage 4 (KS4) options process for our year 9 students so, to enable parents, carers, and students to discuss courses in detail, this Parents Evening is organised differently to others.

In the new A block (A27-36), you will have the opportunity to speak to each department about what their subject entails at KS4 as well as how suited they feel your child is to the various courses on offer.

There will also be a presentation in A1 you can attend at either 5pm or 6pm to make you aware of the options process including how to complete the options form and timescales for making choices about Key Stage 4 study.

Prefects will be serving tea and coffee throughout the evening, and you will be able to ask individual questions should you need to as Mrs Whittle-Darrock, Student Support Leader, Mrs Stocks, Student Progress Leader and senior staff will be available for any support you may need.

Appointments can be made with teachers of English, Mathematics and Science to discuss your child's progress so far this year in these areas as all students must continue these core subjects at KS4. Teachers of these subjects will be in the older A block teaching rooms. Please see the attached map and leave yourself sufficient time to move between appointments. We know that parents get frustrated if appointments overrun so we ask that everyone does their best to keep to their appointment times and stay within the 5 minutes allocated.

Please visit your **School Synergy Account** allowing you to book your own appointment times with teachers and see the attached guide for support. You will receive an email confirming your bookings.

Online booking system will open on Monday 22nd January 2024 at 7pm
and will close on Wednesday 31st January 2024 at 7pm.
Appointments are booked on a first come, first served basis.

It may not be possible for you to make appointments with all teachers as some have multiple groups; if you want a follow up call or feel you need a longer discussion than you can have on the evening with your child's teacher, please leave your details at reception and we will get in touch. If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

Research shows that families who are actively involved in their child's education have a positive impact on their GCSE outcomes, so we strongly advise you attend. We will ask for feedback before you leave so we can continue to make improvements to our school. We look forward to seeing you.

Yours faithfully

Mrs J Benigno
Deputy Headteacher

Mr M Parkinson
Assistant Headteacher & KS3 Progress Leader

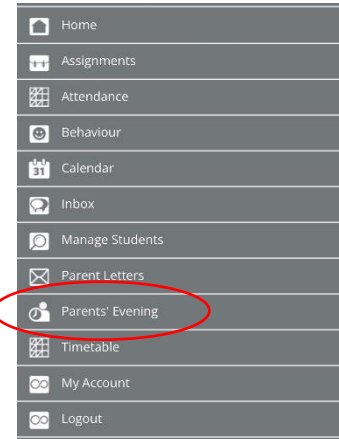




Synergy Parents' Evening - Parent Guide



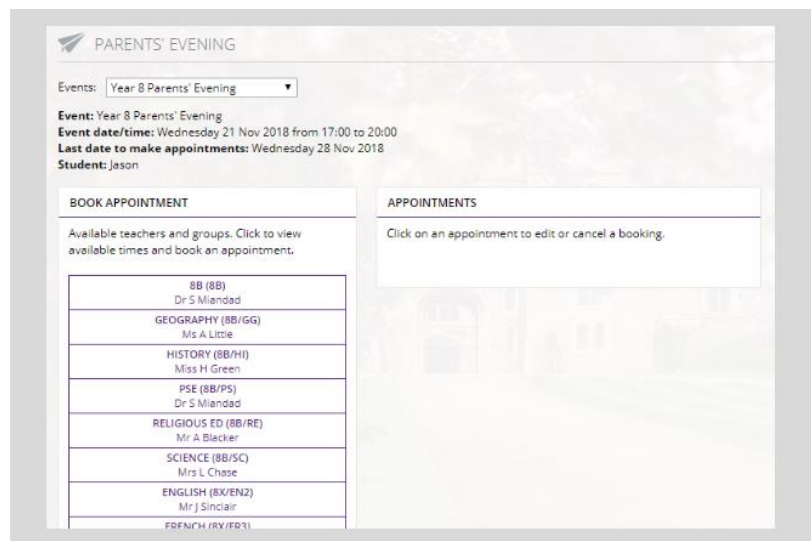
1. Log into your Parent Portal account, and click the **student** whose event you'd like to book. Select the **Parents' Evening tab** from the main menu.



Parents with twins in the same year can create bookings against each child and their teacher. If parents wish to split the duty between two parents in order that different parents can book a different teacher for the same time will need to do so by a separate portal account.

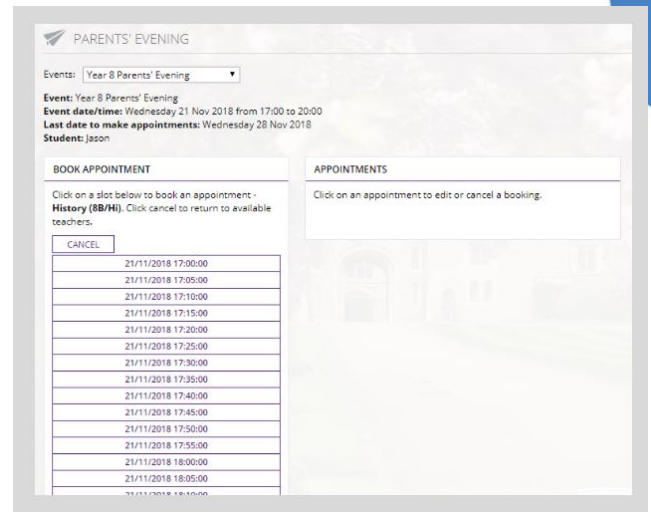
2. All staff who you are able to see, but have not made an appointment for are listed under **Book Appointment** on the left (on desktop view) and any **Appointments** already made are listed on the right (beneath on smaller screens).

Click an available appointment to book.

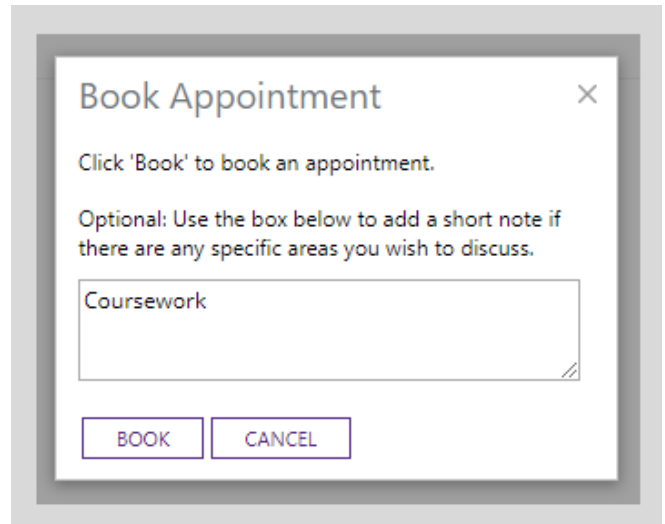




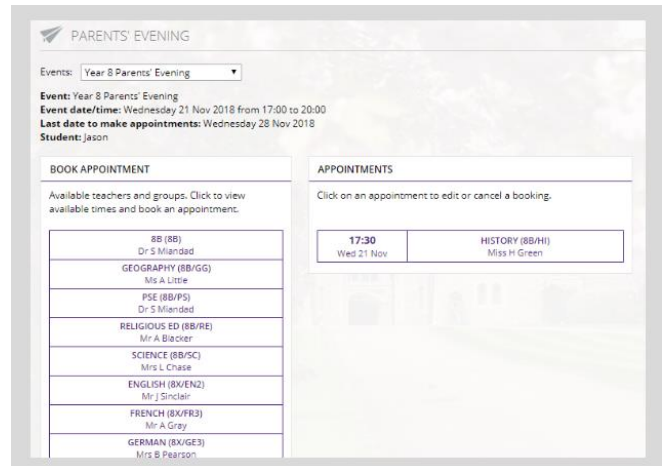
- Available times will appear. Choose a time by clicking it.



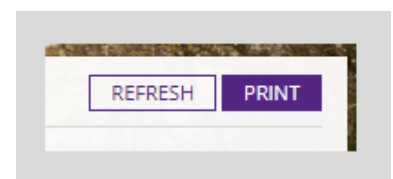
- A popup will appear, giving you the chance to add notes to the member of staff (if available in your school). Click **Book** to confirm the booking.



- The appointment will now appear on the event **Appointments** list.

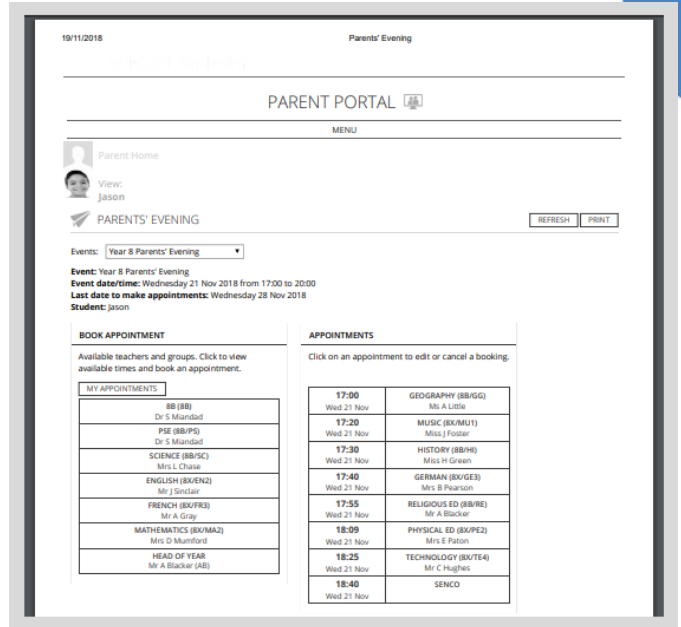


- Repeat the process to add appointments for all the teachers/subjects you wish to see at Parents' Evening. When you have finished, you can print the list by clicking **Print** (located in the top right).

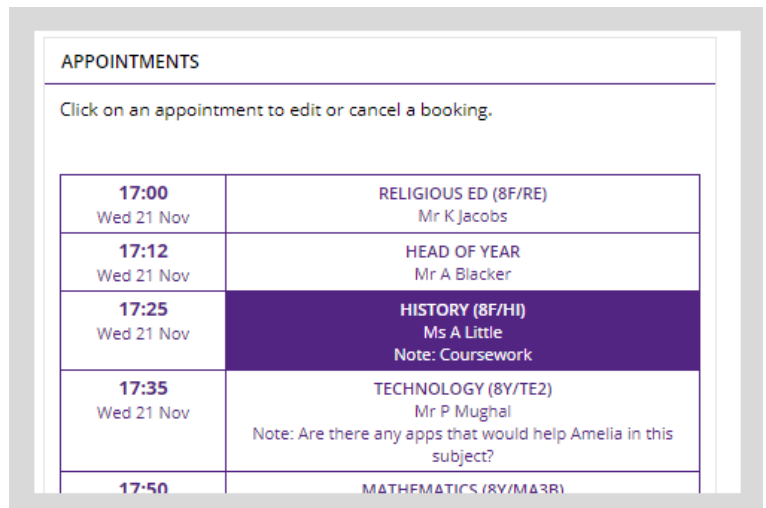




7. A print-friendly version of the page will open, ready to be sent to your printer



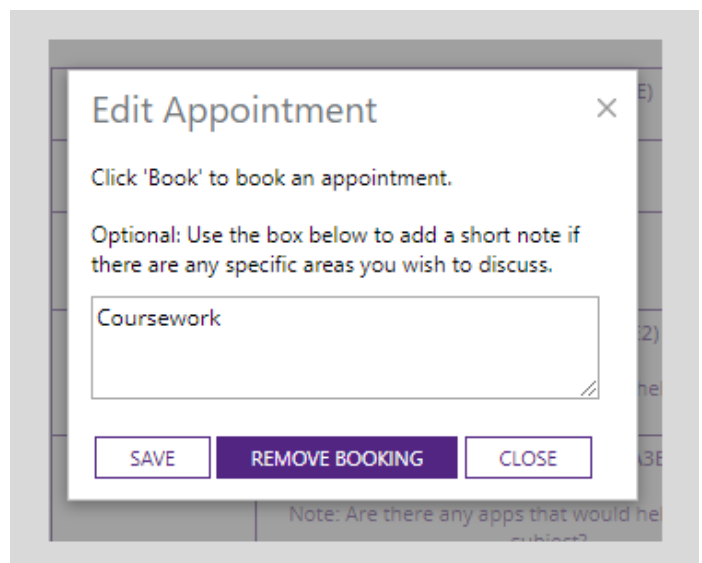
8. Appointments can be edited, cancelled and re-booked (if space is available). Notes can also be added or edited (if applicable). Click the appointment to be changed.



A popup will open with details of the existing booking.

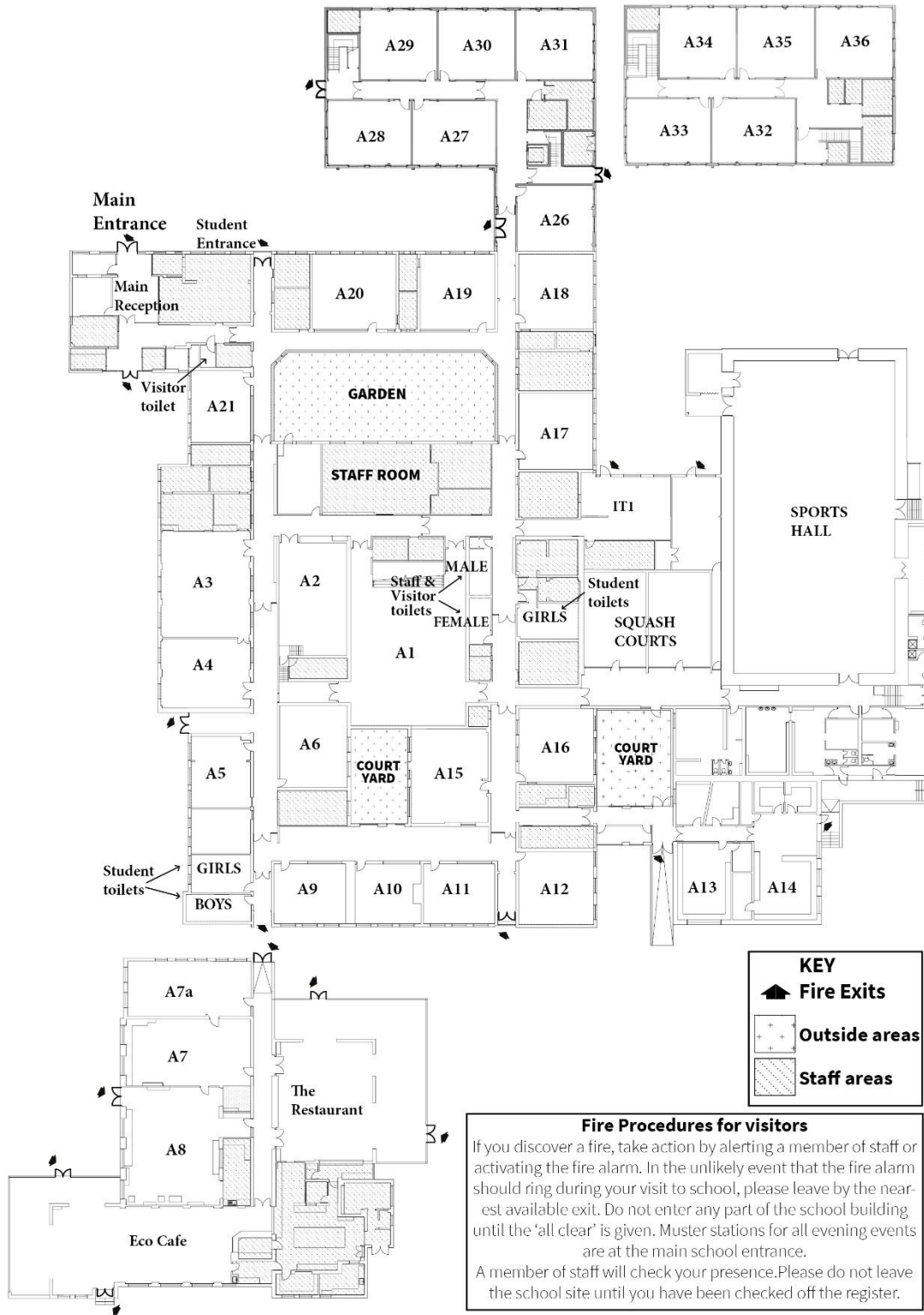
- Add or edit Note - edit text then click **Save**
- Remove the appointment - click **Remove Booking**

If there is no option to Remove the booking, the booking period may have ended. Please contact school.





Upstairs



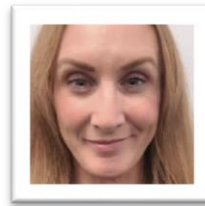
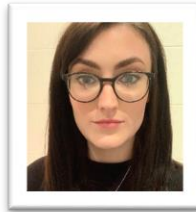


Who are Bolton Mental Health Support Team (MHST)?

We are a team working in schools across Bolton to help children and young people with emerging mental health difficulties.

Our goals are:

- 1) To deliver 1:1 and group interventions to children, young people, and parents.
- 2) To work with teachers to develop whole-school approaches to improve everyone's mental health.
- 3) To give advice to school staff to help children get the right support.



Holly and Cat from the Bolton MHST will be joining us for our Y9 Parents Evening on 1st February 2024 to answer any questions you may have about your child's mental health. They will be based in the Wellbeing Room (opposite A1)