



# BORDEN GRAMMAR SCHOOL

Borden Grammar School  
Avenue of Remembrance  
Sittingbourne  
ME10 4DB

23 January 2023

Dear Parents/ Carers,

## **Year 9 Parents' Evening (in-school) – Thursday 2 February 2023**

I am writing to invite you to a Parents' Evening, which will take place at the school on Thursday 2 February between 3.45 – 6.15 pm. The purpose of the evening is for you to meet with your son's subject teachers, to discuss progress to date and to raise any concerns or questions that you might have. On Monday 6 February the final GCSE Options Choices form (on Google forms) will be shared on the Year 9 Google Classroom for your son to fill in during morning registration on that day, following the parents' evening on the previous Thursday.

To assist in the smooth running of the evening we will operate an appointment system on Edulink's parents' evening feature. This will be accessible to book appointments in the usual way for virtual events, except that the finished appointment list will need to be brought in with you on the evening itself, either on your handheld device or on paper. The booking system on Edulink will open on Thursday 26 January, 7.00pm, and further guidance on this will be circulated by email.

Please note that appointment times are normally four minutes long, and we would recommend prioritising making appointments with teachers in subjects your son plans to continue at GCSE. If you have an issue that will need a longer discussion, please contact the teacher to arrange a time to talk. As important choices will have to be made shortly after the meeting, it is advisable that your son accompanies you on the evening.

If you are unable to be available for Parents' evening, you are invited to contact me via the main school email.

If you have a disability that makes access to the school building difficult, or presents any other problems for you on 2<sup>nd</sup> February, please contact Miss Bateman, PA to Headteacher, in advance and we will try to make any adjustments that will help for the evening.

Finally I have to point out that, as nearly all the staff will be attending, there are unlikely to be any spaces in the car park. Should you seek a parking space in the spur road, please be aware of the residents' need to access their driveways. I would also ask you to sign both the 'In' and 'Out' lists provided in the entrance hall. This is simply so that staff can check on those who may not have turned up for an appointment, to see if they are still in the building.

Yours faithfully,

**Mrs M Brooker**  
**Assistant Head KS3 and DSL**



Headteacher: Mr A Tomlin MA NPQH



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