



ST. MATTHEW'S  
Roman Catholic High School

We Pray, We Care, We Achieve

Our Ref: AK/SA/ALS

22nd January 2021

Year 9 Parents Evening and options information 2021

Dear Parent/Carer

Our Year 9 students have reached an important point in their St Matthew's journey as they will soon be asked to choose which subjects they wish to study in Years 10 and 11. In order to help you and your son/daughter make an informed choice, I would like to invite you to the **Year 9 Parents Evening** which will take place virtually over two evenings **Wednesday 3rd and Thursday 4th February 2021**. Appointments will be available between **3.30pm and 6:30pm** on both of these days.

Due to current circumstances this event will run differently than usual with conversations conducted via telephone at specified times. To ensure this runs smoothly the following arrangements have been made, please read them carefully to enable you to participate.

- Appointments will be limited to 5 minutes each. This time limit will need to be strictly observed in order for teachers to keep to their appointment times.
- Parents/Carers need to make appointments at their preferred times by visiting the Parents Evening section of the Edulink app. **Booking system opens 0800 Monday 25/01/21, closes 0800 Thursday 28/01/21**
- If you have not yet downloaded the app please do so. For further details on how to do this or if you do not have access to IT please contact your child's form tutor.
- During the event your child's teacher will call you at the specified time on the main phone number we hold for you in our school records. Please check that the number we hold for you is correct by looking in the 'Update Information' section of the Edulink app. If your number has changed you can update it in the app and this will be sent to school automatically.
- In order to make the 5 minute appointment as informative as possible, teachers have been given a standard script to guide the conversation. The outline of this conversation is below so you will know what to expect during each appointment:

1. Effort and engagement when in school and at home
2. Latest attainment and progress
3. What key next steps are for the student to improve
4. Advice regarding suitability of the subject at KS4

If you are unable to book an appointment with a teacher with whom you would like to speak then please email your child's form tutor in the first instance. The contact details of the Year 9 pastoral team are detailed below.

On Monday 1st February we will publish a link to a presentation which will guide you through the options process, and we will also send you a digital copy of the 2021 options booklet. Please read through this carefully prior to your appointments; the booklet will be full of useful information about the process and about each subject available for students to study at KS4.

This is a very important time for your child, as they will soon make decisions which will have an impact on their future at our school and beyond. We strongly recommend that you attend our remote parents evening so that you can be best informed to help advise your son/daughter when making these decisions.

If you have any queries prior to the evening, please do not hesitate to contact your child's form tutor in the first instance. (Details below)

Yours sincerely



Mr A Keenan  
Assistant Headteacher

#### Contact details

Teacher	Email	Role
Miss Ackers	<a href="mailto:J.Akers@smrchs.com">J.Akers@smrchs.com</a>	Form tutor 9JAc
Mr Blackburn	<a href="mailto:M.Blackburn@smrchs.com">M.Blackburn@smrchs.com</a>	Form tutor 9MBN
Mr G Walker	<a href="mailto:G.Walker@smrchs.com">G.Walker@smrchs.com</a>	Form Tutor 9Gwa
Ms Talbot	<a href="mailto:D.Talbot@smrchs.com">D.Talbot@smrchs.com</a>	Form Tutor 9DTa
Mrs Delaney	<a href="mailto:M.Delaney@smrchs.com">M.Delaney@smrchs.com</a>	Form Tutor 9MDe
Miss Grimshaw	<a href="mailto:R.Grimshaw@smrchs.com">R.Grimshaw@smrchs.com</a>	Form Tutor 9RGr
Mrs Chowdhury	<a href="mailto:R.Chowdhury@smrchs.com">R.Chowdhury@smrchs.com</a>	Form Tutor 9RCh
Miss Bayode	<a href="mailto:C.Bayode@smrchs.com">C.Bayode@smrchs.com</a>	Form Tutor 9CBa
Miss Rayson	<a href="mailto:C.Rayson@smrchs.com">C.Rayson@smrchs.com</a>	Form Tutor 9CRa
Ms Flynn	<a href="mailto:A.Flynn@smrchs.com">A.Flynn@smrchs.com</a>	Form Tutor 9AFI
Mr K Walker	<a href="mailto:K.Walker@smrchs.com">K.Walker@smrchs.com</a>	Head of Year
Mr Keenan	<a href="mailto:A.Keenan@smrchs.com">A.Keenan@smrchs.com</a>	Assistant Headteacher – RSL Year 9