



Traditional **Values**

Contemporary **Aspirations**

Creative **Curiosity**

ML.23.24.0012.SWT
6th October 2023

Dear Parents and Carers

Year 7 Settling In Parents Evening: In Person
Thursday 19th October 2023
Location: Malet Lambert School

I am writing to inform you that our Year 7 Settling-In Parents' Evening will be held on Thursday, 19th October, from 4:00pm to 6:30pm.

This will be an excellent opportunity for parents, pupils and tutors to meet, for a **5 minute** consultation, to discuss how pupils are settling in to secondary school and to discuss any additional concerns or queries which you may have. If you need time for a longer discussion, we will be happy to make arrangements for you at the end of the evening.

Our Senior Leadership and Pastoral teams will be on hand if you have any specific questions or queries, alongside our SEND Department, EAL, and staff to give advice on how to support your child with literacy and homework in secondary school.

Appointments can be made by using our on-line system, which will open at 11:00am on the morning of Thursday, 12th October and close at 4:00pm on Wednesday 18th October.

On-line System

The link, which can also be found on the school website under the 'Parents' section, alongside a 'Booking System Guide for Parents' is: <https://maletlambert.parentseveningsystem.co.uk/>

Please log in as the person who is the **main** contact for your child, and enter that person's name and title in full (eg: Mr Steven **not** Steve). **If you are in any doubt as to the name of the person held on your child's files as the 'main contact', please contact the Administration Department who will be happy to advise you.**

If you encounter any technical ICT or user difficulties:

Please e-mail keith.wride@maletlambert.hull.sch.uk and put into the subject box "Parents' Evening Booking System". Within the e-mail, explain the issue and give a best contact number, with suitable times for a call back between 8:30am and 3:00pm. There is also a direct link to the system on the Malet Lambert website.

FAQ's

What if I need more time than the 5 minutes I was given?

At any type of parents' evening, this will always be the case for a small minority of parents.

As you leave the event, you will be able to complete a very simple form to request further contact with your child's Form Tutor; we will ensure that you receive a prompt response to any such request.

Will my child's Form Tutor based in the Form Room?

No. All form tutors will be in the Main Hall and staff will be available to direct you there.

Further Information

Our Administration Team will be available on the night for you to ask any questions in relation to items such as Parent Pay, the Sims Parent App, and Free School Meals Applications. This will also be an opportunity for you to check the data we hold for you and your child within Sims, such as emergency contact details etc., should you wish to do so.

Thank you for your continuing support.

Yours faithfully

A handwritten signature in black ink, appearing to read 'C Matthews'.

C. Matthews
Head of Rose House & Transition Lead