



Peterchurch, Herefordshire, HR2 0SG | 01981 550231 | [admin@fairfield.hereford.sch.uk](mailto:admin@fairfield.hereford.sch.uk) | Head Teacher: Mr Paul Jennings

Thursday, 02 October 2025

Dear Parents and Carers

**Year 9 Parents/Carers Evening – ONLINE – 5-7PM Thursday 9<sup>th</sup> October**

I am writing to invite you to our ONLINE parents and carers evening for Year 9 on the above date from 5.00-7.00pm. Staff will be discussing the progress made by students so far this year.

**The appointments will be on the Microsoft Teams platform and the links for the meeting are posted on your child's Teams Classroom.** To join the meeting at your allotted time, click on 'Join Now' on the class tile. Please ensure that children sign into Teams with their school email address and password. Please also only join meetings with staff with whom your child has made appointments. Staff will admit you from the lobby at the time of your appointment. Students should be present at the meeting so that they will be able to take on board the teacher feedback directly. Please switch your camera on!

Your child will make appointments with their teachers and keep a record of this on their appointment sheet as you do not have direct access to Teams – a copy of which is attached just for your information. It might be a good idea for you to give your child an approximation of when you would like appointments made that are most convenient for you e.g. – not before 6pm, any time after 6.30pm, etc. Staff will try very hard to accommodate this but we cannot absolutely guarantee a specific time slot. **A small number of staff may be available from 4.00pm until 6.00pm – these staff will let your child know when the appointments are made.**

The appointment will last for 5 minutes, and, even more so than with face to face evenings, staff will have to strictly adhere to these timings in order to ensure that all appointments are kept to time. If you are late for your appointment, your minutes available with the teacher are necessarily reduced! Please do not be offended if staff have to bring the appointment to a hasty close to move on to the next appointment. Our experience with parents and carers evenings is that 5 minutes is sufficient to cover most things with your child's teachers. If you think you will need longer, please book a double appointment.

Whether online or live, there are a limited number of appointments available for each teacher, and staff have been asked to prioritise those students with whom they have concerns or who are currently more than one grade away from their end of year target grade.

Should you have any technical queries regarding the evening, please contact Mr Waterhouse directly [swaterhouse@fairfield.hereford.sch.uk](mailto:swaterhouse@fairfield.hereford.sch.uk). If you have any other queries, please contact me via the admin email.

If you are unable to attend, please email the school office at [admin@fairfield.hereford.sch.uk](mailto:admin@fairfield.hereford.sch.uk)



Company Registration Number: 8936256



**FAIRFIELD**  
HIGH SCHOOL

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**Please be aware that if you are unable to attend, staff will be unable to contact you individually.** We send you a report twice over the year which will show attainment, progress and effort of your child, and a full written tutor report at the end of the academic year. In addition, staff do two parent/carers evenings a year, one remotely and one face to face to give parents/carers the best opportunity to be able to attend at least one of them. All of these combine to give you an up to date and rounded view of your child's progress. Therefore, to support the work/life balance of our staff, we do not ask staff to contact parents individually unless we have a particular concern about a child - in which case staff will contact parents at any time of the year. Thank you for your support in this matter.

Yours faithfully

A handwritten signature in black ink that reads "J Conway".

Jayne Conway  
Deputy Head



# FAIRFIELD HIGH SCHOOL

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	Student		
		Teacher	Subject
<i>Example</i>	5.20	Ms Conway	English
1	4.00		
2	4.05		
3	4.10		
4	4.15		
5	4.20		
6	4.25		
7	4.30		
8	4.35		
9	4.40		
10	4.45		
11	4.50		
12	4.55		
13	5.00		
14	5.05		
15	5.10		
16	5.15		
17	5.20		
18	5.25		
29	5.30		
20	5.35		
21	5.40		
22	5.45		
23	5.50		
24	5.55		
25	6.00		
26	6.05		
27	6.10		
28	6.15		
29	6.20		
30	6.25		
31	6.30		
32	6.35		
33	6.40		
34	6.45		
35	6.50		
36	6.55		