

## How should I expect LAE Tottenham to communicate with me?

As your children begin their journey with us at LAE Tottenham, we wanted to explain how as a school we will communicate and engage with our parent community over the next two years.

### **Half termly briefings.**

We know that our student body are approaching young adulthood, yet the transition to a new school can be unsettling. As such we think it is important that parents continue to play an active part in the support and guidance our students receive: we look forward to working in partnership with you all. We will send out a pack similar to this one at the start of each half term with some key dates and an overview of the next 6 weeks to help you stay organised.

### **Mandatory events for parents.**

You will see outlined below the six dates upon which we expect all parents to attend the school. These are the fixed points in the year where we will speak with you all directly to explain the progress your children are making, and their next steps. Printed in red, you can also see where we will be issuing a written report to provide a detailed analysis of your child's progress.

Year 12					
Aut 1	Aut 2	Spr 1	Spr 2	Sum 1	Sum 2
<b>Parent information evening</b>		<b>Parents evening 1</b>	<b>UCAS information evening</b>		<b>Parents evening 2</b>
<i>A welcome and introduction from Mr Balon and the leadership team, followed by a carousel in which parents can meet each department.</i>		<i>A chance to review the results of the mid-term assessments in 1:1s with subject teachers.</i>  <i>Written reports issued.</i>	<i>Introductory talk for parents and children on the process to support great university applications.</i>		<i>A chance to review the end-of-year 12 examinations, and review curriculum choices for year 13.</i>
Thursday 11 <sup>th</sup> October, 5-7pm		Thursday 24 <sup>th</sup> January, 4.30-8pm	Tuesday 19 <sup>th</sup> March, 6-8pm		Wednesday 19 <sup>th</sup> June, 3-7pm

### Themed coffee mornings and drop-ins.

Our coffee mornings will be running across the year. They are purely optional but present an opportunity to come in and meet senior staff, understand the student experience up close and get to know some other parents too.

The themes we have provided are aimed to support parents in understanding what is going on in the school at that particular time.

Sign up to these events will be done via email, nearer the time: we look forward to seeing you!

<b>Aut 1</b>	<b>Aut 2</b>	<b>Spr 1</b>	<b>Spr 2</b>	<b>Sum 1</b>
<p><b><i>'Settling in to LAET'</i></b></p> <p><i>Pastoral support, counselling, tutors, school rules and routines</i></p>	<p><b><i>'Teaching and learning at LAE Tottenham'</i></b></p> <p><i>Learning walk and dropping into classrooms</i></p>	<p><b><i>'Community partnerships and careers guidance'</i></b></p> <p><i>Overview of our career guidance program and community projects</i></p>	<p><b><i>'PSHE, UCAS and personal development'</i></b></p> <p><i>Highlights from our PSHE program, with student council representatives</i></p>	<p><b><i>'Exam preparation'</i></b></p> <p><i>Guidance and advice on study leave, revision and exam dates</i></p>
<p><b>Friday October 5<sup>th</sup>, 11.15am</b></p>	<p><b>Friday November 2<sup>nd</sup>, 11.15am</b></p>	<p><b>Friday January 4<sup>th</sup>, 11.15am</b></p>	<p><b>Friday March 1<sup>st</sup>, 11.15am</b></p>	<p><b>Friday 3<sup>rd</sup> May, 11.15am</b></p>

### Emails, phone numbers and addresses.

In case of an emergency, we will always call the named contact that you have given the school via phone. There may be instances in which we email or text out information too.

As such, it is important that the details we have on file for you are correct. If any of these details have changed since your child enrolled with us, please contact the school to inform us on 0208 352 6020 or [admin@laetottenham.ac.uk](mailto:admin@laetottenham.ac.uk).

