

Our Ref: KLS/nky

31 January 2018

Dear Parent/Carer

RE: Year 7 Parents' Evening – Tuesday 20th February 2018

We would like to invite you and your child to the year 7 parents' evening on Tuesday 20th February 2018. The evening will begin at 3:00pm and the last appointment will finish at 7:30pm. This is an important opportunity to discuss your child's progress with their teachers.

On the day of the Parents' Evening, students will be dismissed at 1.30pm, and the evening will commence at 3.00pm.

We have an online booking system for parents to make appointments. Appointments can be made from midnight on Friday 2nd February and will close at midnight on Friday 16th February 2018. Should you wish to make any changes after this date, please contact the school office.

Please visit <https://taa.parentseveningsystem.co.uk/> to book your appointments. (A short guide on how to add appointments is included with this letter.) Login with the following information:

Student's first name
Student's surname
Student's date of birth

Should you have any problems accessing the system or booking appointments, please contact Mrs Kirkby, our Department Administrator on 01438 344344 extension 104.

We look forward to seeing you on Tuesday 20th February.

Yours faithfully

Klaas Luchies

Assistant Headteacher