



November 2019

Dear Parent\Carer

Year 10 Parents' Evening - 28th November - Bookings available via Edulink

I would like to invite you to attend our Year 10 Parents' Evening on Thursday 28th November. This is an important evening and provides you with the opportunity to meet your child's teachers to discuss his/her progress to date.

The school is now using our online parent portal called EduLink for future parent evenings. **Appointments can be booked on Edulink from Friday 22nd November at 18:00 onwards.** Teachers who wish to see a specific student will also make appointments via the online system and, where this is the case, you will be notified by email. If the time allocated is not convenient, please contact the member of staff directly.

Please visit <https://www.edulinkone.com/> to book appointments. A link is also provided on our website. Edulink provides an online appointment system which allows you to choose your own appointment times with teachers.

An email containing account credentials and instructions for Edulink has already been sent to all parents. If you have not received this email, or you are having any difficulty gaining access to make a booking, then please can you contact our ICT support by email at the address help@willingdonschool.org.uk or direct by phone on 01323481100 during the working hours of 08:00 to 16:00.

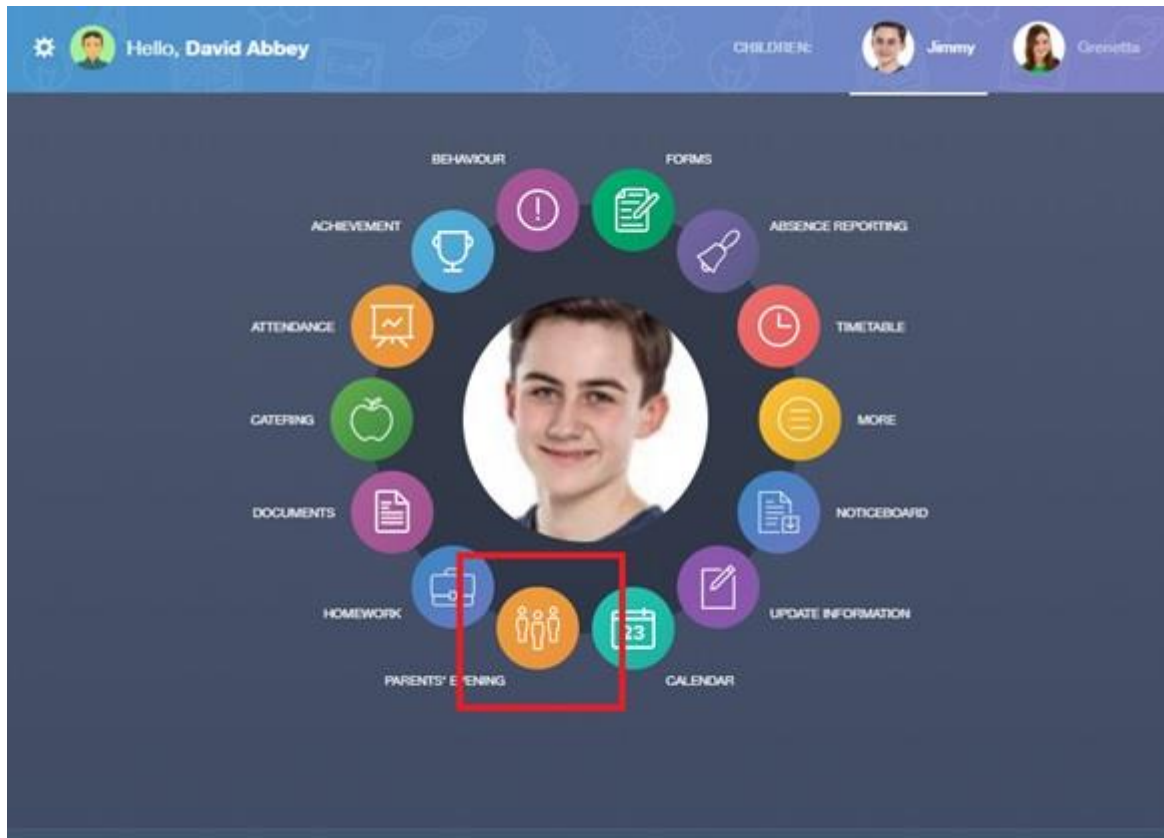
If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

Yours sincerely

Mrs F Rodgers
Deputy Headteacher

How to book an appointment?

1. Log into EduLink and select Parents Evening.



2. Select any available time slot to confirm booking.

