



October 2018

Dear Parent\Carer

**Year 9 Parent Evening - Online Appointment Booking**

I would like to invite you to attend our Year 9 Parents' Evening on Thursday 18<sup>th</sup> October. This is an important evening and provides you with the opportunity to meet your child's teachers to discuss his/her progress to date. This evening also provides you and your child the opportunity to discuss options for Year 10, although please be aware that we will not finish clarifying the curriculum columns until after Christmas.

The school has an online appointment booking system which allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments can be made from 10<sup>th</sup> October at 8am and will close on 17<sup>th</sup> October at 12pm. Should you wish to make any changes after this date please contact the school office. Teachers who wish to see a specific student will also make appointments via the online system and you will also be informed of these by email. If the time allocated is not convenient please contact the member of staff directly.

Please visit <https://willingdon.parentseveningsystem.co.uk> to book your appointments. A link is also available on our website. A short guide on how to add appointments is included with this letter. Login with the following information:

Childs First Name  
Childs Surname  
Childs Date of Birth

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

Miss Emily Beer  
Headteacher