



Willingdon
COMMUNITY SCHOOL

October 2018

Dear Parent\Carer

Year 10 Parents' Evening - Online Appointment Booking

I would like to invite you to attend our Year 10 Parents' Evening on Thursday 8th 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 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 1st November at 8am and will close on 7th November 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.

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

Mr A Roche
Director of Student Progress – Year 10