

March 2019

Dear Parent\Carer

**Year 11 Parents' Evening 28<sup>th</sup> March - Online Appointment Booking with Edulink**

I would like to invite you to attend our Year 11 Parents' Evening on Thursday 28<sup>th</sup> March. 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 08:00 Friday 22<sup>nd</sup> March.** Teachers who wish to see a specific student will also make appointments via the online system and 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. This has an online appointment booking system which allows you to choose your own appointment times with teachers.

**An email containing account credentials and instructions for Edulink have been sent to all parents of Year 11. Please can you check both your inbox and junk mail folder to make sure you have received. We have had a number of parents confirm this email went straight into their junk email.**

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](mailto: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