



4 November 2020

Dear Parent/Guardian

Year 11 Parents' Meeting, Thursday 26 November 2020 – Online Appointment Booking

I would like to invite you and your son/daughter to attend our virtual Parents' Meeting between 3.30pm and 8:00pm on Thursday 26 November 2020.

This is an important evening and provides you with an opportunity to discuss your Child's progress.

To make an appointment we will be using the same online appointment booking system as last year when your son/daughter was in Year 10. Appointments can be made from **11.00am on Thursday 5 November 2020** and will close at **11.00am on Monday 23 November 2020**. Should you wish to make any changes after this date please contact the school office.

Please visit <https://maidenerleghinreading.parentseveningsystem.co.uk/> to book appointments. Login with the following information:

Student's preferred forename

Student's legal surname

Student's date of birth

In order to help the meetings run as smoothly as possible, please ensure you are logged on and ready prior to your first appointment. Please see the guide in the link below on how to attend the Virtual Parents' Evening.

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

Please note appointments are 5 minutes long and will automatically disconnect once the 5 minutes has elapsed.

We look forward to seeing you virtually at this event.

Yours Sincerely

Miss N Hancock
Head of Year 11