



25 January 2021

Dear Parent/Guardian

**Year 7 Parents' Meeting, Thursday 11 February 2020 – Online Virtual 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 11 February 2021.

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

The school has introduced a new intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers, you will receive an email confirming your appointments.

We are using an electronic booking system for parents to make appointments and speak to the teacher's virtually. Please visit <https://maidenerleghinreading.parentseveningsystem.co.uk/> to book appointments.

A short guide can be found on the website <https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

You can login with the following information:

- Student's preferred forename;
- Student's legal surname;
- Student's date of birth.

Please note that when completing the parent information section, you must use the contact email address you have provided the school.

The appointment system will be open from **1pm on Thursday 28 January 2020** and will close **at 12pm on Thursday 11 February 2021**.

Should you wish to make any changes after this date please contact the school office via email [MERoffice@maidenerleghschool.co.uk](mailto:MERoffice@maidenerleghschool.co.uk)

Yours Sincerely

**Mr J Bandy**  
Head of Year 7