



24 May 2021

Dear Parent/Guardian

Year 9 parents' meeting, Wednesday 23 June 2021 – 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 Wednesday 23 June 2021.

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 8. Appointments can be made from **11.00am on Wednesday 26 May 2021** and will close **at 11.00am on Tuesday 22 June 2021**. 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 Z Wildman
Head of Year 9