



7 December 2021

Dear Parent/Guardian

**Year 11 Parents' Meeting, Thursday 20 January 2022 – 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 20 January 2022.

This Parents' Meeting is an important opportunity to discuss how to support your child in the lead up to GCSEs and I would therefore encourage all parents to ensure that appointments are made with all teachers.

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 Wednesday 15 December 2021** and will close **at 11.00am on Wednesday 19 January 2022**. 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 R Davies**  
Head of Year 11