



13 January 2022

Dear Parent/Guardian

Year 8 Parents' Meeting, Wednesday 9 February 2022 – 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 Wednesday 9 February 2022.

This is an important evening and provides you with an opportunity to discuss your child's progress. Also, this is an opportunity for your son/daughter to speak to their subject teacher about their suitability to take each subject for GCSE.

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 **11.00am on Thursday 20 January 2022** and will close at **11.00am on Tuesday 8 February 2022**.

Should you wish to make any changes after this date please contact the school office via email MERoffice@maidenerleghtrust.org

Yours Sincerely

Mr J Bandy
Head of Year 8