



9 February 2022

Dear Parent/Guardian

7 Virtual Parents Evening - Thursday 3 March 2022 – Online Virtual Appointment Booking

I would like to invite you and your child to attend our virtual parents' meeting between 3.30pm and 8:00pm on Thursday 3 March 2022.

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 **11.00am on Thursday 10 February 2022** and will close at **11.00am on Wednesday 2 March 2022**.

Please not 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 7