



22 November 2023

Dear Parent/Guardian

Year 11 Virtual Parents Evening - Thursday 14 December 2023

I would like to invite you and your child to attend our virtual parents' evening between 3.30pm and 8:00pm on Thursday 14 December 2023.

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

The school's online appointment booking system allows you to choose your own appointment times with teachers. You will receive an email confirming any appointments you make.

A short 'how to guide' can be found [here](#).

To book appointments please click [here](#).

You will require the following information to login:

- 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 **go live at 7pm on 24 November 2023** and will **close at 11.59pm on 13 December 2023**.

Please note appointments are 5 minutes long and will automatically disconnect once the 5 minutes have lapsed.

We look forward to seeing you virtually at this event.

Yours sincerely

Mrs A Cotton
Head of Year 11