



30 January 2024

Dear Parent/Guardian

**Year 10 Virtual Parents Evening – Tuesday 27 February 2024**

I would like to invite you and your child to attend our virtual parents' evening between 3.30 pm and 8:00 pm on Tuesday 27 February 2024.

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 8 pm on Friday 2 February 2024 and will close at 11.55 pm on Monday 26 February 2024.

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 C Langille**  
Head of Year 10