

April 2019

Dear Parent/Carer

**Re: Year 10 Record of Achievement**

You will have received your son/daughter’s ROA for his/her GCSE subjects. I hope you find it informative and helpful. There will be a Parents’ Evening for Year 10 parents on Wednesday 8<sup>th</sup> May 2019 from 3:45pm to 6:30pm. This is an important occasion for Year 10 students at this stage of their GCSE courses and I hope that you can take the opportunity to meet with individual subject teachers to discuss your son/daughter’s progress.

All appointments on the parents’ evening will be in the main building. On this occasion, subject staff will be in the following rooms:

- Hall:** Art, Drama, Music, ICT, Technology, Science, PE and Head of Year
- Gym:** English, Media Studies, History, Geography, Religious Studies, Hairdressing and Childcare
- H2:** French & German
- Library:** Maths

Ushers will be on hand to help you find your way. **Please will you sign in at the front entrance upon arrival and initial against your name on exit.**

Please find enclosed an information sheet explaining our online appointment booking system and a reply slip, which should be returned promptly to your son/daughter’s tutor.

This next year is very important for all Year 10 students. I look forward to seeing every student make the most of all opportunities offered by, and through, the school. I hope that, with your support and encouragement through the rapidly approaching examination period, all students will achieve their highest standard.

I look forward to seeing you.

Yours faithfully

**Mr C Neale**  
**Head of Year 10**

Rec18/19//Letters

.....  
Reply Slip: **To be returned to tutor as soon as possible.**

**Student’s Name:** ..... **Tutor Group:** .....

I acknowledge receipt of the letter detailing the Year 10 Parents’ Evening on 8<sup>th</sup> May 2019

I shall/ shall not be attending; I understand I need to book appointments online.

**Signed:** ..... **Date:**.....  
Parent/Carer

### Choose your own Parents' Evening appointment times online

The school is using an online booking system for the Year 10 Parents' Evening on **Wednesday 8<sup>th</sup> May 2019** for all classes. The system enables you to book appointments with all of your child's teachers.

Go to <http://www.parents-booking.co.uk/arnewood> to see which appointments are available and select those that are convenient for you. It is suggested that you leave a five minute gap between appointments.

#### **To use the system you will need:**

- Your title (Miss/Mr/Mrs/Ms)
- Your surname
- Your child's first name and surname
- Your child's date of birth
- Your child's tutor group code (see below)

The system is live from Wednesday 1<sup>st</sup> May at 8.00 am and will be open to take your bookings until Wednesday 8<sup>th</sup> May at midday.

<b>Tutor</b>	<b>Tutor Group Code</b>
<b>Miss Parry</b>	<b>10JPL</b>
<b>Mrs Glaze</b>	<b>10MGR</b>
<b>Mrs Marshall</b>	<b>10KHL</b>
<b>Miss Downing / Ms Galton</b>	<b>10EDR</b>
<b>Mr Merrick</b>	<b>10TMR</b>
<b>Mrs Bagshaw</b>	<b>10SBL</b>
<b>Mr Martin / Miss Rennie</b>	<b>10IMR</b>

#### **Troubleshooting Tips – Please read before booking**

- The booking system uses 'cookies'; please agree to the use of 'cookies' on the site if asked.
- The child's date of birth has to be entered in exactly the right format i.e. using four digits for the year of birth - 12/09/2002
- Where it says 'child's register class', you need to put in the tutor group code from this letter, such as 10RSR and not the teacher's name.
- The email address you enter is only to receive a confirmation of your appointments. If the system is saying it does not recognise you, it will not be the email address that is the problem.
- It is important that the title that you enter matches the title that we have recorded on our system. If the system is saying that it does not recognise you, it worth trying an alternative title (e.g. Ms instead of Miss) before contacting our technical support staff.

If you are unable to book at home, please telephone the school on **01425 625431** and a member of our technical support staff will help you, or you can email IT support at [ithelpdesk@arnewood.hants.sch.uk](mailto:ithelpdesk@arnewood.hants.sch.uk)