

January 2019

Dear Parent/Carer

Re: Year 11 Parents' Evening

Following the receipt of your son/daughter's latest Record of Achievement, I am writing to invite you to a Parents' Evening for Year 11 parents/carers on Tuesday 5th February 2019, from 3.45 pm to 6.30 pm.

This is an important occasion for Year 11 students at this stage of their examination courses and I hope that you can take the opportunity to meet with individual subject teachers to discuss your son/daughter's progress and decide what course of action is necessary to improve your son/daughter's grades.

All Parents' Evening appointments will be in the main building. Ushers will be available to help you find your way. **We would ask that you sign in at the front entrance upon arrival and write your initials against your name as you leave.**

Subject staff will be in the following areas:

- Hall:** Art, Drama, Music, Science, Maths, PE, Head of Year
- Gym:** English, Media Studies, Technology, Child Care, Hair and Beauty, Health & Social Care
- H2:** ICT
- H3:** French
- H4:** German
- Library:** Geography, History, Religious Studies

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.

Yours faithfully

Mr C Elward
Head of Year 11

Clr/18/19/letters

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

Student's Name: Tutor Group:

I acknowledge receipt of my son/daughter's Record of Achievement: Yes/No

I will be attending the Year 11 Parents Evening: Yes/No

Signed: Date:
Parent/Carer

Choose your own Parents' Evening appointment times online

The school is using an online booking system for the Year 11 Parents' Evening on **Tuesday 5th February 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.

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 Monday 21st January 2019 and will be open to take your bookings until Monday 4th February 2019 at midday. You can book for the Parents' Evening as soon as you receive this letter.

Tutor	Tutor Group Code
Mrs Wood / Mrs Whatmore	11FWL
Miss Tyas	11ATR
Mrs Anderson / Miss Beer	11CAL
Mr Steers	11DSR
Miss Macbeth	11JML
Mr Clarke	11PCR
Miss Hayman	11KHR

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 11GKL 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.

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