

February 2019

Dear Parent/Carer

**Re: Year 7 Parents' Evening**

I write regarding the forthcoming Parents' Evening on Wednesday 27<sup>th</sup> March 2019 from 3.45pm to 6.30pm. I do hope you will be able to attend. The opportunity will be available for you to meet with individual subject teachers. The Headteacher and I will be available to answer specific enquiries. If the teacher you wish to see is unavailable, please contact me.

All appointments on Parents' Evening will be in the Main Building. Subject teachers will be in the following areas:-

|                   |  |
|-------------------|--|
| <b>Hall:</b>      | PE, Art, Drama, Music, Technology and Head of Year |
| <b>Gym:</b>       | Science, Geography, History, RS                    |
| <b>E9&amp;H2:</b> | English  |
| <b>H3&amp;H4:</b> | French and German                                  |
| <b>Library:</b>   | 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.

I look forward to seeing you.

Yours faithfully

**Miss H Vincent**  
**Head of Year 7**

REC/1819//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 7 Parents' Evening on Wednesday 27<sup>th</sup> March 2019.

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

Signed: .....  
Parent/Carer

Date: .....

### **Choose Your Own Parents' Evening Appointment Times Online**

The school is using an online booking system for the parents' evening on **Wednesday 27<sup>th</sup> March 2019** for all teachers. The system enables you to book an appointment with your child's subject 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 – exactly as shown below (you will need to include the 0)

This system will be live from Friday 15<sup>th</sup> March at 8am and will be open to take your bookings until Tuesday 26<sup>th</sup> March at 3pm. You can book for the parents' evening between these dates.

| <b>Tutor</b>               | <b>Tutor Group Code</b> |
|----------------------------|-------------------------|
| <b>Mr Smailes</b>          | <b>07SSL</b>            |
| <b>Mrs Powell</b>          | <b>07JPR</b>            |
| <b>Mrs Nicholson</b>       | <b>07VNL</b>            |
| <b>Mrs Penrose</b>         | <b>07CPR</b>            |
| <b>Miss Gardiner</b>       | <b>07AGL</b>            |
| <b>Miss Shevlin</b>        | <b>07HSL</b>            |
| <b>Mr Short / Dr Evans</b> | <b>07RSR</b>            |
| <b>Mrs Ballantyne</b>      | <b>07LKR</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.
- 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.
- Sometimes the title we have recorded for you may not be the one that you expect. If the system says that it does not recognise you, please try an alternative title (e.g. Ms instead of Miss).

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.