

March 2019

Dear Parent/Carer

**Re: Year 8 Parents' Evening**

I write regarding the forthcoming Parent's Evening on Tuesday 2<sup>nd</sup> April from 3.45 pm to 6.30 pm. I do hope you will be able to attend. The opportunity will be available for you to meet with individual subject teachers. The Headteacher, Assistant 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>	Art, Drama, Music, Maths, Science, Technology and Head of Year
<b>Gym:</b>	English and PE
<b>H2:</b>	French and German
<b>H3 &amp; H4:</b>	IT
<b>Library:</b>	Geography, History and Religious Studies

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

**Mr M Byles**  
**Head of Year 8**

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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 8 Parent's Evening on Tuesday 2<sup>nd</sup> April 2019.  
I will/will not be attending (please delete as applicable).

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

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

The school is using an online booking system for the Year 8 Parents' Evening on Tuesday 2<sup>nd</sup> April 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 will be live from 18<sup>th</sup> March at 8.00am and will be open to take your bookings until 1<sup>st</sup> April at 3pm.

<b>Tutor</b>	<b>Tutor Group Code</b>
<b>Mr Oliver</b>	<b>08AOL</b>
<b>Miss Tristram</b>	<b>08GTR</b>
<b>Mrs Austin</b>	<b>08EAL</b>
<b>Mr Cole</b>	<b>08JCR</b>
<b>Mrs Horobin/Mrs Preston</b>	<b>08HHL</b>
<b>Mr Vibert</b>	<b>08JVR</b>
<b>Mrs Watson/Mrs Conti</b>	<b>08KWR</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 08MGR 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](mailto:ithelpdesk@arnewood.hants.sch.uk)