

Headteacher: Mr Chay Davis
Deputy Headteacher: Miss Karen Athawes
Deputy Headteacher: Mrs Lisa Fraser

KA/AM

01 October 2019

Dear Parent/Carer

Year 7 Settling in Evening Tuesday 22nd October 2019 - Online Appointment Booking

I would like to invite you to attend our Year 7 Settling in Evening on **Tuesday 22nd October 2019 – 3:30pm – 6:30pm**. This is an important evening and provides you with an opportunity to meet with your child's form tutor to discuss how they have settled in. *(Their Head of Year Mrs M Hasenauer is also available on a drop-in basis on the evening.)*

The school has an online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments can be booked from **Wednesday 2nd October 2019 12:00pm** and will close on **Tuesday 22nd October 2019 2:00pm**. Should you wish to make any changes after this date please contact the school office on 01952 387300.

Please visit <https://ercallwood.parentseveningsystem.co.uk> to book your appointments. Login with the following information:

Student's First Name: <<Forename>>
Student's Surname: <<Surname>>
Tutor Group: <<Form>> (Please note the Tutor Group must be in Short Form – 7Y, 7R, 7G)

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

Yours sincerely



Miss K. Athawes
Deputy Headteacher

