

KA/MC

07 December 2018

Dear Parent/Carer

Year 9 Parents' Evening Thursday 17th January 2019 - Online Appointment Booking

I would like to invite you to attend our Parents' Evening on **Thursday 17th January 2019**. (*This is an important evening and provides you with an opportunity to meet with your child's subject teacher to discuss their current attainment and progress*).

The school continues to use an online appointment booking system, as this allows you to choose your own appointment times with your child's teachers. I would request that appointments are with 'Subject Teachers' only and not Form Tutors; there will be an opportunity to meet with your child's tutor later in the academic year. You will receive an email confirming your appointments, which can be printed off to act as a hard copy appointment sheet.

Appointments can be made from **Tuesday 11th December 2018 at 12.00pm** and will close on **Thursday 17th January 2019 at 2.00pm**. Should you wish to make any changes after this date please contact the school office on 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 – 9Y, 9R*)

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

