



13 February 2020

Dear Parents/Carers

Year 11 Parents' Evening - Thursday 5 March 2020

I would like to invite you to the Year 11 Parents' Evening being held on Thursday 5 March 2020, from 4.30pm to 7.00pm. The evening will give you the opportunity to meet with subject teachers to discuss your child's academic progress. Bookings for this parents' evening are to be made via EduLink One which is a new system we are trialling. Bookings will not be available via Insight.

- To access EduLink One, please go to <http://cgss.co/edulink> .
- Click "Reset Login", then enter the email address that you have provided the school.
- You will receive an email with your username and password.
- Go back to the original link, and login with your new username and password.
- If you experience any issues accessing EduLink One, please email edulink.help@coxgreen.com from the email address you have provided the school, detailing your query.

Please see below on how to book your appointments and details for the evening.

- Book your appointments with your child's main class teacher using EduLink One.
- EduLink One will be open for appointment bookings from 7.00pm on Tuesday 25 February and will close at 12 noon on Friday 28 February 2020.
- For any careers, Sixth Form, college or apprenticeship advice, please book an appointment with Mrs McKay, Careers Officer.
- Appointments slots are between 4.30pm and 7.00pm.
- Due to the limited number of slots available you will only be able to book one 5-minute appointment with each main class teacher. If multiple appointments are made with the same teacher, the additional slots will be removed. We recommend that you allow a slot between each appointment, where possible.
- Please park in the upper school playground and make your way to our new Holyport Building where we ask you to please sign in and out. All appointments for this event will take place in the Holyport Building.

If you wish to speak to your child's Form Tutor, please telephone the school to speak with them directly. You will not be able to speak to them regarding pastoral issues on this evening. If you are unable to make an appointment with a staff member and have a particular need to see them, please contact that member of staff directly to make an alternative appointment.

I look forward to welcoming you to the school on Parents' Evening and may I remind you that students attending should be in full school uniform.

Yours sincerely

Miss Hannah Venning
Head of Year 11 / Teacher of Science