



4<sup>th</sup> November 2020

Dear Parent/Carer

**RE: Year 12/13 Parents' Evening**

The first Parents' Evening of the year will take place on the evening of Thursday 12<sup>th</sup> November 2020 from 4.00pm to 7.00pm. This event will enable students and their parents/carers the opportunity to speak to each of their subject teachers to discuss their current progress and next steps in their academic journey.

Due to the restrictions currently in place, the format of the evening will be different to previous Parents' Evenings. Rather than coming in to school to meet with teachers all appointments will be conducted over the phone. Each appointment will be kept to a strict 8-minute limit to ensure that everybody has the opportunity to speak to their respective teachers.

You can also make an appointment to speak to the school's career adviser, Mrs Hannah Thompson, if this is something that you feel would be beneficial at this time.

The booking of appointments will be conducted through Edulink One.

- Please book a single 8-minute appointment with each subject teacher.
- EduLink One will be open for appointment bookings from 4pm on Wednesday 4<sup>th</sup> November 2020 and will close at 4pm on Tuesday 10<sup>th</sup> November 2020.
- Teachers will call the priority 1 number held on our database. In the event the phone is not answered a message will be left on voicemail and a follow up email sent.

Please do take this opportunity to meet the subject teachers as the role of the parent/carers over the coming months will be a critical reason for the success of your son/daughter.

We look forward to speaking to you on the 12<sup>th</sup> November.

Best regards

**Andrew Shields**  
Assistant Head