



6th March 2018

Dear Parents/Carers,

Y11 Parents' Evening – Thursday 15th March 2018

I would like to invite you to our Year 11 Parents' Evening which will take place on Thursday, 15th March 2018 between 4:30pm and 7pm in the Sports Hall on the ground floor of the Academy. Due to lengthy queues that have developed during recent Parents' Evenings, appointment times are for **5 minutes only** and teachers will have to adhere to these timings to ensure that the evening runs smoothly for all concerned. I would encourage you to make every effort to attend the evening as it represents an ideal opportunity to find out from all subject teachers how your son/charge is progressing towards meeting his targets.

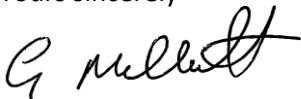
To make the process more efficient and convenient for students, parents and carers, we have recently introduced a new, easy to use, online appointment booking system for Parents' Evenings. This allows you to choose your own 5 minute appointment times with teachers and you will receive an email confirming your appointments. Please note that all parents/carers must book appointments prior to attending this evening. I would not want you to be disappointed by arriving at the Academy, only to find that there wasn't any availability to see the teachers that you would like to. I am confident this will be an improvement to the previous paper based system and I would welcome any feedback or comments that you may have.

Attached to this letter is a guide which gives details of how to access the booking system and book appointments. If you are unable to access the internet to book an appointment, then please contact the School Office on 01482 326421 and your appointments can be made for you. Please note that the system will close for bookings at 4.00pm the day before the Parents' Evening.

As always, access to the Academy will be via the rear entrance on Charlotte Street Mews. Please note that the George Street car park will also remain open until 8pm for use by parents/carers on the 15th March 2018. Charges will be applicable.

I look forward to meeting you and hope that you will find the evening beneficial.

Yours sincerely



Mr G Moffatt
Principal