

AST/SMC

03 October 2019

Dear Parent/Carer

Year 11 Parents' Consultation Evening – Thursday 17 October 2019

I am writing to invite you to the Year 11 Parents' Consultation Evening on Thursday 17 October 2019 at Fambridge Road Campus (FRC), 4.30 pm until 7.30 pm. You will be able to access the bookings website from **6.00 am on Wednesday 9 October**. Bookings will close on Thursday 17 October at **12 noon**. Please find enclosed instructions on how to book appointments online or click on the link on the 'parents' tab on the academy website. If you do not have access to the internet, or require assistance making appointments please contact Miss McKelvie on 01621 879826 (direct dial) who will be pleased to assist.

You are invited to select **up to eight** appointments, a five minute gap between appointments has been built in to allow movement time. Where teaching is shared, please note, only the main teacher will show on the booking system. If you have a particular subject concern but are unable to make an appointment, please contact the teacher directly by phone or email. On the evening please enter the academy by the stage hall entrance, sign in and follow signs to your selected appointments. Appointments are of five minutes in duration; if you feel you need extra time please make an appointment with the teacher to continue your conversation. Please note that teachers are only able to meet with parents or carers that have made a prior booking. All appointments will operate on a first come, first served basis.

As well as subject teachers, Mrs Rhodes, Assistant Head of Year, will be in attendance throughout the evening. Miss Meltzer, Head of Year 11, is also involved with subject appointments, therefore, only available for a limited period.

I very much hope that you will be able to attend the Year 11 Parents' Consultation Evening between **4.30 pm** and **7.30 pm**, in order to discuss your son/daughter's progress.

Yours sincerely



Mr A Stoneman
Assistant Vice Principal - Director of Site, Fambridge Road Campus