



3 November 2023

Dear Families

Year 13 Parents' Evening – Thursday 16 November 2023

We are delighted to announce to you that your child's final consultation evening will take place face to face. You are warmly invited to attend the consultation evening in school on **Thursday 16 November 2023 between 4.00pm and 7.00pm**. As usual we would stress the importance of attending this meeting with the students present, as the discussion will be about them, their progress and their future outcomes.

We are using a software package run by the same company we have used for a while now to make and manage the appointments for parents' evenings. Attached with this letter is a Parent Guide to the evening detailing how to log into the system and to make your appointments. All appointments need to be pre booked. Please click [HERE](#) to make or amend appointments.

Appointment booking will be open from 7.00am on Wednesday 8 November and will close at 4.00pm on Wednesday 15 November. Should you wish to make any changes after this date please contact the Sixth Form Office.

To login you will need the following information:

- Parent's first name, surname and email address
- Student's first name, surname and date of birth

The information above must match the data held within our school database.

Once logged in you will be able to select your appointment times.

Most of our level 3 groups are taught by two teachers. **Both teachers will be present; however please note, they will be sitting together and you should make one five minute appointment per subject, not two.**

Yours sincerely

Mrs H Valentine
Assistant Headteacher/Head of Sixth Form