



17 May 2019

Dear Parents/Carers

**Year 7 Parents' Evening - Thursday 6 June 2019**

We would like to invite you to the Year 7 Parents' Evening being held on Thursday 6 June 2019, 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. 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 Insight, our online booking system.
- Insight will be open for appointment bookings from 6pm on Monday 3 June and will close at 10pm on Wednesday 5 June 2019.
- 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.
- Please note there is no access via reception or the PE gates.

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 Tutor 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.

We 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

Ms A Spence  
Head of Year 7