

9 June 2026

Dear Parent/Carer

Year 9 Face-to-Face Parents Evening

It is important for students to know that you are supporting their work in school and for this reason we value the opportunity to talk with you at the Parents Evening on **Tuesday 16th June 2026** between 3.30pm and 6pm. All members of staff who teach Year 9 will be present and appointments can be made with them to discuss the progress of your child.

We have an online appointment booking system that allows you to select your own times with your child's subject teachers, which will confirm the 5-minute appointments made for the evening.

Booking your appointment:

- Please log into the My Child at School app and select Parents Evening from the side menu.
- This will provide you with a Manual or Quick Book option to secure an appointment.
- To manually select an appointment, you click on the teacher you would like to book with and then select Book next to the time you wish to secure.
- You will then receive confirmation at the top of the screen of the appointment.

All discussions will take place in person at the school site with staff available in the main hall. Appointments can be made once logged on to the system and will remain open until the day of the event. All discussions will take place face-to-face in the main hall.

The below teacher(s) is not available for bookings:

- Mrs Boyd

If you are unable to secure an appointment, or would like to discuss a particular concern further, please email your son/daughters subject teacher or tutor directly to arrange this for an alternative time.

Yours faithfully,

Mrs Hayley Twigger
Assistant Principal