

17 January 2020

Dear Parent/Career

Year 12 & 13 Parents/Subject Teachers Meeting – Thursday 23rd January 2020.

There will be an opportunity for you to meet with your child's subject teachers on Thursday 23rd January 2020 from 3:30 to 7:30 pm. Each appointment will last for 4 minutes and the focus of the meeting will be to discuss progress and agree areas for development. In order to do our best to ensure that every parent is allocated time to see their child's teachers, you may book a maximum of nine appointments per child.

We now have an online booking system for Parents' Evening that allows you to choose your own parents evening appointment times online. Go to the school website www.warlinghamschool.co.uk and click on Warlingham Gateway to find the link to the Parents Evening Booking System. If you need any appointments for Btec Business, A Level Business, or A Level Economics, please book the appointments as follows :-

- **BTEC Business (Year 12 & Year 13) – Mr Mills**
- **A Level Business (Year 12 & Year 13) – Miss Scanlon**
- **A Level Economics (Year 12 & Year 13) – Miss Wakeham**

The system will be live from **Monday 16th December 2019 at 7pm** and will be open to take your bookings until **Monday 20th January 2020 at 7pm**. You can book for Parents' Evenings as soon as the system is live.

If you are unable to book at home, please email c.beadle@warlinghamschool.co.uk or phone Caroline Beadle on extension 2358 and she will be able to help you to book your appointments.

If for any reason you are unable to keep your appointment times, please contact the school, even on the day of the meeting. This is to ensure that staff are not detained unnecessarily. Also if you are unable to attend the parents evening, please can you make sure that your son/daughter attend on your behalf.

If you have any concerns regarding these arrangements, please do not hesitate to contact your child's tutor or myself.

Yours sincerely



Mr R Scott - Head of College