

HOH Admin\ParentsEvening\Yr11Invite\AAAd

17th January 2019

Dear «Parents_Title» «Parents_Surname»

Year 11 Parents'/Subject Teachers Meeting**Wednesday 6th February 2019****Student's Name: «Childs_First_Name» «Childs_Surname» «Childs_Register_Class»**

There will be an opportunity for you to meet with your child's subject teachers on Wednesday 6th February 2019 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.

Please arrive in good time and familiarise yourself with the seating arrangements and ensure that you sign in on arrival.

Our 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.

The system is live from **Thursday 17th January 2019** and will be open to take your bookings until **10am Wednesday 6th February 2019 at 10am**. You can book for Parents' Evenings as soon as the system is live.

If you are unable to book at home, please email info@warlinghamschool.co.uk or phone reception who 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.

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

Yours sincerely



Mr S Day
Deputy Head Teacher

Headteacher: Mr N Bradwell BA (Hons) NPQH

Tithepit Shaw Lane
Warlingham Surrey CR6 9YBT: 01883 624067
F: 01883 624026info@warlinghamschool.co.uk
www.warlinghamschool.co.uk

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