



10 December 2018

Dear Parent/Carer,

**Year 8 Parents'/Subject Teachers' Meeting
Wednesday 16th January 2019**

Student's Name: «Childs_First_Name» «Childs_Surname» «Childs_Register_Class»

There will be an opportunity for you to meet with «Childs_First_Name»'s subject teachers on Wednesday 16th January 2019 from 3:30 to 7:30pm. 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 our Parents' Evenings 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 software has an 'Automated Booking' wizard. This will allow you to enter your availability and choose which teachers you want to see before returning with the most efficient way to see all these teachers. This will make the booking process even quicker for parents with multiple children, lots of teachers to book or those who are late to book. Just look for this symbol:

You will need:



Your user name: «Parents_Username»

Your password: «Parents_Password»

- You will be asked to reset your password. Your password must be at least 8 characters long and contain a capital letter, number and symbol.
- The email address you enter is only to get a confirmation of your appointment. If the system is saying it does not recognise you, it will not be the email address that is the problem.

The system is live from **Monday 10th December 2018** and will be open to take your bookings until **Wednesday 16th January 2019 at 10am**. You can book for Parents' Evening as soon as the system is live. If you are unable to book at home, please email info@warlinghamschool.co.uk or phone Mrs Tosen on reception 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. If you have any concerns regarding these arrangements, please do not hesitate to contact your child's tutor or myself.

Yours sincerely,

C Glover
Assistant Head teacher

Headteacher: Mr N Bradwell BA (Hons) NPQH

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