

KA/RM

17 November 2017

Dear Parent/Carer

Year 9 Parents' Evening Tuesday 5th December 2017 - Online Appointment Booking

I would like to invite you to attend our Parents' Evening on **Tuesday 5th December 2017**. (*This is an important evening and provides you with an opportunity to meet with your child's subject teacher to discuss their current attainment and progress*).

The school continues to use an online appointment booking system introduced last year, as this allows you to choose your own appointment times with your child's teachers. You will receive an email confirming your appointments which can be printed off to act as a hard copy appointment sheet.

Appointments can be made from **Friday 17th November 2017 at 12.00pm** and will close on **Tuesday 5th December 2017 at 2.00pm**. Should you wish to make any changes after this date please contact the school office on 387300.

Please visit <https://ercallwood.parentseveningsystem.co.uk> to book your appointments. Login with the following information:

Student's First Name: **Forename**
Student's Surname: **Surname**
Tutor Group: **Form** (*Please note the Tutor Group must be in Short Form – 9Y, 9R*)

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

Yours sincerely



Miss K. Athawes
Deputy Headteacher