Headteacher: Mr Chay Davis
Deputy Headteacher: Miss Karen Athawes

Ercall Wood Academy
Excellence through challenge and initative

02 October 2018

Dear Parent/Carer

Year 7 Settling in Evening Tuesday 16th October 2018 - Online Appointment Booking

I would like to invite you to attend our Year 7 Settling in Evening on **Tuesday 16th October 2018 – 4:30pm – 7:30pm**. This is an important evening and provides you with an opportunity to meet with your child's form tutor to discuss how they have settled in. (*Their Head of Year Mrs L Kelly is also available on a drop-in basis on the evening.)*

The school has an online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments can be booked from **Tuesday 2nd October 2018 12:00pm** and will close on **Tuesday 16th October 2018 2:00pm**. Should you wish to make any changes after this date please contact the school office on 01952 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 – 7Y, 7R, 7G …..)

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

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<<Forename>> <<Surname>> <<Form>>

Parent **Mobile Phone Number** Contact Priority 1:	All texts from school will go to this number	<<mobile>>
Parent Email Address: *(Please do not use student email address)*	All emails from school will go to this address *Please Provide email address if blank*	<<email address>>

It is extremely important we have your correct **mobile phone number** and **email address** as we will be sending emails and texts to parents as an additional new way of communication with parents. This will save time, printing costs as well as producing less waste and be good for the environment.