

01 March 2017

Dear Parent/Guardian

### **Year 8 Progress Evening - Online Appointment Booking**

I would like to invite you to attend our Progress Evening on Wednesday 8<sup>th</sup> March 2017. This is an essential opportunity to discuss the progress your child is making this academic year. It is also an important event as it coincides with the start of the options process for Year 9.

The school uses an intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. This has proved to be a significant improvement to the previous system, giving parents greater freedom and control over the process.

Appointments can be made from Thursday 2<sup>nd</sup> March at 9am and will close on Tuesday 7<sup>th</sup> March at 9am. Should you wish to make any changes after this date please contact the school office.

Please visit <https://tqea.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter.) Login with the following information:

Your title, first name and surname  
Student's First Name  
Student's Surname  
Student Date of Birth

The site is mobile friendly and very easy to use. If you do not have access to the internet via computer or mobile device, please contact Mrs Bursnell (Attendance officer) on 01827 737714 who will be happy to support you with this.

Yours sincerely



Mr P Ward  
Deputy Principal