

May 2022

Dear Parent/Guardian

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

I would like to invite you to attend our Progress Evening on Wednesday 25<sup>th</sup> May 2022.

This is an important opportunity to discuss the progress your child is making this year at TQEA. The evening will run from 4.30pm until 7.30pm in school.

As usual we will be using the 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 are on a first come first served basis and you will need to log in and book asap to secure an appointment. Most subject appointments fill very quickly.

Appointments can be made from **Monday 16<sup>th</sup> May at 8am** and will close on **Friday 20<sup>th</sup> May at 5pm**. 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.)

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 Williams on 01827 737718 who can make appointments on your behalf

Yours sincerely



Mr P Ward  
Deputy Principal