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PH/KM/Years/Year7/ParentsEvening'16

13 October 2016

Dear Parents/ Guardians

## Year 7 Tutor Evening

We are pleased to be able to invite you **and your son/ daughter** to come to the school to discuss how they have started Year 7, on Tuesday 1 November 2016. The school has introduced a new intuitive and easy to use online appointment booking system. This allows you to choose your own appointment time with your son/ daughter's form tutor, and when you have done so, you will receive an email confirming your appointment. We are confident this will be an improvement to the previous system and welcome any feedback.

Appointments can be made from Friday 14 October from 4pm and will close on Monday 31 October at 23:55. Should you wish to make any changes after this date, please contact the school office.

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

Student's First Name: Student's Surname: Student's Date of Birth

The interviews will be of six minutes duration and should be booked at six minute intervals to allow movement between appointments. If you do not have access to the internet, please contact the school office, who will be happy to add appointments on your behalf. The interviews will be held in the school hall.

In addition to the interviews with form tutors, there will a rolling programme of presentations, as detailed below.

E-safety with Matt Lovegrove in the A.V. Theatre  
Show my Homework with Daniel Sadler in PE1  
New KS3 Assessment - Life after Levels with Paul Hancock in DT3

Each presentation will run three times, starting at 5:00pm, 5:30pm and 6:00pm. The sessions will be filled on a first come, first seated basis. You are welcome to attend any sessions that fit in with your tutor appointment time.



On arrival at the front of school you will be directed to the car parking areas. Parents are requested to share transport if this is at all practicable because of the very limited parking space available. There is a tight schedule, so it would be very appreciated if you could arrive a little earlier than your appointed time.

I do hope you will be able to attend. If I can be of any assistance, please do not hesitate to contact me.

Yours faithfully

Mr P Hancock  
Strategic Information Manager

