



1<sup>st</sup> March 2017

**RE: Year 12 Parents' Consultation Evening – Wednesday 22<sup>nd</sup> March 2017**

Dear Parent / Carer

The Year 12 Parents' Consultation Evening has been arranged for Wednesday 22<sup>nd</sup> March 2017 from 4.30–7.00pm. All parents / carers must attend this evening as it is essential to the process of ensuring that students make the best possible progress. If for some reason you are unable to attend, please contact individual teachers to discuss progress made so far, and if there is anything more which can be done by you to help and support them. Individual subject teachers, senior staff and the Head of Year will be present at this evening. Students are expected to accompany their parents to the Consultation Evening.

The school has introduced a new 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. **Once you log in there will be a list of your child's principal teachers for each subject. If your child has more than one teacher for a subject please add them using the 'add a new teacher' button.** We are confident this will be an improvement to the previous system and welcome any feedback.

Appointments can be made from Wednesday 1<sup>st</sup> March 2017 and will close at 12.00pm on Wednesday 22<sup>nd</sup> March 2017. Should you wish to make any changes after this time, please contact the school directly.

Please visit <https://thecottesloeschool.parentseveningsystem.co.uk> to book your appointments. Your login details are as follows:

Student's First Name: FORENAME  
Student's Surname: SURNAME  
Student's Date of Birth: DD/MM/YYYY

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

We always appreciate feedback from parents and carers and we would be grateful if you could please spare five minutes at the end of your consultations to complete a questionnaire. Please could I ask that, on arrival, you sign in at Reception.

Yours sincerely

Mr A Youngs  
Head of Sixth Form