



9th February 2017

RE: Year 7 Parents' Consultation Evening – Online Appointment Booking Information – Wednesday 22nd February 2017

Dear Parent / Carer

The Year 7 Parents' Consultation Evening has been arranged for **Wednesday 22nd February 2017** from **4.30pm - 7.00pm**. Individual subject teachers, members of the SEND team, Head of Year and the Senior Leadership Team will be present at this evening. Students are expected to accompany their parents to the Consultation Evening and should wear full school uniform.

I have been delighted to see an increase in the number of parents attending parents' evenings as where the student, parent and teacher have been working together we have seen a significant improvement both in the confidence and progress of the student concerned.

As per previous evenings, it has been moved to B and E Blocks, where maps will direct you to the members of staff.

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. We are confident this will be an improvement to the previous system and welcome any feedback.

Appointments can be made from **Friday 10th February 2017 and will close at 12.00pm on Tuesday 21st February 2017**. Should you wish to make any changes after this date please contact the school office.

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**

Each appointment will be for five minutes; if you need a longer consultation, please make an alternative arrangement for another day.

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

Mr R Peel
Assistant Headteacher – Data, Assessment and Reporting