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14<sup>th</sup> November 2017

Dear Parent/Guardian

**Re: Year 11 Parents' Consultation Evening - Online Appointment Booking**

I would like to invite you to attend our Parents' Consultation Evening on **Thursday 30<sup>th</sup> November**. Your daughter will be expected to attend the parents' evening as the dialogue between the teacher, you and your daughter will ensure a consistent message that everyone is part of and hears at the same time. In addition, the process will encourage your daughter to be reflective in her learning. We will be explaining to your daughter how to prepare for parents' evening and she should be considering the following:

- What does she think she is good at in each of her subjects?
- For each subject, what areas does she find difficult?
- Where does she think can improve and how?

Your daughter should wear her school uniform to attend this evening.

When you arrive, please sign in against your daughter's name and take a seating plan.

The school has an 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. The appointments are 5 min slots between 4.15pm and 6.45pm. We do not limit the number of appointments; however, some staff have more than one Year 11 class and do not have enough appointments to see everyone. The appointment system sets up a waiting list as soon as all slots have been booked. Once bookings are closed, if there are cancellations we will try our best to accommodate the waiting lists and will be in touch with parents affected.

Appointments can be made between **8pm Friday 17<sup>th</sup> November and 11pm on Friday 24<sup>th</sup> November**. It is important that appointments are made as soon as possible. Should you wish to make any changes after this date please contact Mrs Maynard on 0118 978 0165 and ask for Student Support.

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

If you do not have access to the internet, please contact Student Support and Mrs Maynard will be happy to add appointments on your behalf.

Please note: There is limited parking on the school site. The police have asked us to advise parents not to park in Holt Lane or St Paul's Church Hall car park, but to use Jubilee Ave where there is more space.

Yours sincerely

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