

14 May 2019

Dear Parent/Guardian

### **Year 9 Parents' Meetings, June 2019 - Online Appointment Booking**

I would like to invite you and your son/daughter to attend our Parents' Meetings in the Ashcroft building (English/RE Block) between 3.40pm and 6.30pm on:

**Tuesday 11 June for parents of students in the M half**

**Thursday 13 June for parents of students in the E half**

Please note that the 'M' or 'E' refers to your child's teaching band and this may differ from your child's tutor group. Please check with your child if you are unsure. The correct evening for you to attend will be shown when you access the booking system.

To make an appointment we will be using the same online appointment booking system as last year when your son/daughter was in Year 8. Appointments can be made from **11.00am on Monday 27 May until 11.00am on the day before the relevant parents' meeting** (at 11.00am on Monday 10 June for 9M parents, and at 11.00am on Wednesday 12 June for 9E parents). Should you wish to make any changes after this date please contact the school office.

There will be students to greet you when you arrive. In order to help the meeting run as smoothly as possible, please would you register your arrival and departure with these students.

Mr Gillet (Assistant Headteacher Key Stage 4) or I will also be available during the evening on a drop-in basis. Please bear in mind that this will not be a confidential environment.

Please visit <https://maidenerlegh.parentseveningsystem.co.uk> to book your appointments. Login with the following information:

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

In the event that a teacher is unable to attend the evening, a notice to inform parents will be on display when signing in. If you would like to hear from this teacher please email the school office and we will arrange for the teacher to contact you or alternatively please fill out the contact slip and we will pass this on.

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

We look forward to seeing you at this event.

Yours sincerely



Miss C Nimmo  
Head of Year 9