



MAIDEN ERLEGH

SCHOOL

Headteacher: Mr P. Gibson

MSc (Educational Leadership), BA (Economics)

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19 April 2021

Dear Parent/Guardian

Year 7 Virtual Parents' Meetings, May 2021 - Online Appointment Booking

I would like to invite you and your son/daughter to attend our virtual Parents' Meetings between 3:40pm and 6:30pm on:

Tuesday 18 May for parents of students in the M half

Thursday 20 May 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.

We are using an electronic booking system for parents to make appointments. Please visit <https://maidenerlegh.parentseveningsystem.co.uk> to book appointments. (A short guide on how to make appointments can be found on our website here: [Guide for booking Parents' Evening appointments.](#))

Login with the following information:

Student's First Name

Student's Surname

Date of Birth

Appointments can be made from **11:00am on Monday 3 May until 11:00am on the day before the relevant parents' meeting** (at 11:00am on Monday 17 May for 11M parents, and at 11:00am on Wednesday 19 May for 11E parents). Should you wish to make any changes after this date please contact the school office.

In order to help the meetings run as smoothly as possible, please ensure you are logged on and ready prior to your first appointment. Please see the guide in the link below on how to attend the Virtual Parents' Evening.

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>.

Please note appointments are 5 minutes long and will automatically disconnect once the 5 minutes has elapsed.

In the event that a teacher is unable to attend the evening, the school office will endeavour to notify you prior to the evening. If you would like to hear from this teacher please email the school office and we will arrange for the teacher to contact you.

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 virtually at this event.

Yours sincerely

A handwritten signature in black ink, appearing to read 'T. Crockford', with a stylized flourish at the end.

Mr T Crockford
Head of Year 7