



MAIDEN ERLEGH

SCHOOL

Headteacher: Mr P. Gibson
MSc (Educational Leadership), BA (Economics)

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23 September 2019

Dear Parent/Guardian

Year 11 Parents' Meetings, October 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 22 October for parents of students in the M half

Thursday 24 October 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 10. Appointments can be made from **11:00am on Monday 30 September until 11:00am on the day before the relevant parents' meeting** (at 11:00am on Monday 21 October for 11M parents, and at 11:00am on Wednesday 23 October for 11E 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.

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

Mr T Crockford
Head of Year 11