



MAIDEN ERLEGH

SCHOOL

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

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8 November 2019

Dear Parent/Guardian

Year 7 Parents' Meetings, December 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 3 December for parents of students in the M half
Thursday 5 December 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 preferred forename
- Student's surname
- Student's date of birth

The appointment system will be open from **11.00am on Monday 18 November** and will close on **at 11.00am on the day before the relevant parents' meeting** (at 11.00am on Monday 2 December for 7M parents, and at 11.00am on Wednesday 4 December for 7E 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 Thomas (Head of Foundation Stage) and I will also be available during the evening on a drop-in basis when not taking subject appointments. Please bear in mind that this will not be a confidential environment.

We look forward to seeing you there.

Yours sincerely

Mr S Bishop
Head of Year 7