



MAIDEN ERLEGH

SCHOOL

Headteacher: Mr P. Gibson

MSc (Educational Leadership), BA (Economics)

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16 November 2020

Dear Parent/Guardian

Year 13 Virtual Parents' Meetings, Tuesday 8 December - 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 8 December 2020.

To make an appointment we will be using the same online appointment booking system as last year. Appointments can be made from **11:00am on Monday 23 November**. The booking system **closes at 11:00am on Monday 7 December**. Should you wish to make any changes after this date please contact the school office.

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 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 either 5 or 10 minutes long depending on department and will automatically disconnect once the time 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

Miss K Birch
Head of Year 13

Miss A Cheshire
Head of Sixth Form