



25 October 2024

Dear Parent/Guardian

### **Year 11 Virtual Parents' Meetings, December 2024 - 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 10 December for parents of students in the M half**

**Thursday 12 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.

To make an appointment we will be using the online appointment booking system. Appointments can be made from **11:00am on Tuesday 12 November until 11:00am on the day before the relevant parents' meeting** (at 11:00am on Monday 9 December for 11M parents, and at 11:00am on Wednesday 11 December for 11E parents). 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. [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

Miss E Avery  
Head of Year 11

