

Our Ref: 2017/019/CVR/Lmm

27 September 2017

Dear Parent/Carer

Year 11 Parents' Evening Thursday 12 October - Online Appointment Booking

I would like to invite you to attend our Year 11 Parents' Evening on **Thursday 12 October 2017**. This important evening provides you with an opportunity to meet your child's Learning Tutors of their GCSE and Vocational courses and find out what they should be revising for their first assessment window that will take place from 30 October 2017 within learning sessions.

The Academy has introduced a new intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with Learning Tutors and you will receive an email confirming your appointments. We are confident this will be a worthwhile system and welcome any feedback.

Appointments for the evening can be made on the online appointment system. Please visit <https://lfamington.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter). The system is live now but will close on Wednesday 11 October, 8.00pm. Should you wish to make any changes after this date please contact the Academy office.


If you do not have access to the internet, please contact Sam Farley, who works in the Academy office, who will be happy to add appointments on your behalf, however this may lead to some inconvenient times being appointed to you.

Please note the 5 minute appointments take place between the hours of 5.00pm and 8.00pm. You do not have to make appointments to see all your child's Learning Tutors, however we have limited the number of appointments to seven. To allow this to happen, you can only make an appointment to see one of your child's Science teachers who will speak on behalf of all three Science disciplines. The Science teacher has already been assigned in advance and you will see who it is when you log in to make your appointments.

Also available on this evening is Mrs Rudd (the Academy's careers advisor), a representative from the Sixth Form Centre and members of the Academy's learning support team. No appointments are required to meet these members of staff. Furthermore, Mrs Robson, the Head of School, is available all evening to answer any queries you may have.

We look forward to seeing you on Thursday 12 October.

Yours sincerely



Dr S D Beach
Assistant Principal