

Our Ref: 2019/007/Jol/Eac



10 September 2019

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Dear Parent/Carer

Year 11 Parents' Evening Thursday 19 September - Online Appointment Booking

I would like to invite you to attend our Year 11 Parents' Evening on **Thursday 19 September 2019**. This important evening provides you with an opportunity to meet your child's Learning Tutors of their GCSE and Vocational courses and find out how they got on in their Year 10 Assessment Window and how best to prepare for the next round of trial examinations in October.

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 from Monday 9 September but will close on Wednesday 18 September, 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.

Please note the 5 minute appointments take place between the hours of 4.00pm and 6.30pm. 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), representatives from the Sixth Form Centre and other post 16 providers and members of the Academy's Learning Support team. No appointments are required to meet these members of staff. Furthermore, Mr Deen, the Principal, is available all evening to answer any queries you may have.

We look forward to seeing you on Thursday 19 September.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J Lawrence', written in a cursive style.

Miss J Lawrence
Vice Principal

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