

Our Ref: 2019/003/JOL/Lmm

10 September 2019



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Dear Parent/Carer

Year 7 - Meet the Tutor Evening Thursday 26 September 2019 - Online Appointment Booking.

I would like to invite you to attend our Year 7 'Settling in Evening' on **Thursday 26 September 2019**. This important evening provides you with an opportunity of meeting with your child's Personal Tutor to discuss any queries or concerns you may have to enhance a smooth transition into their Secondary education.

The Academy has introduced a new intuitive and easy to use online appointment booking system. This allows you to choose your own appointment time and then you will receive an email confirming your appointment.

Appointments for the evening can be made on the online appointment system. Please visit <https://lfamington.parentseveningsystem.co.uk> to book your appointment. (A short guide on how to add appointments is included with this letter). The system is live now but will close on Wednesday 25 September at 11.00pm. 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 Mrs Farley, who works in the Academy office, who will be happy to book an appointment on your behalf.

Please note the 5 minute appointment will take place between the hours of 4.00pm and 6.30pm.

Also, there will be a chance to raise any queries you have with the SEN team, Mr Deen (Principal) and Mr Lacey, the Year 7 Progress Leader.

In the meantime, if you have any queries please do not hesitate to contact myself at the earliest opportunity.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J Lawrence'. The signature is written in a cursive style with a large initial 'J'.

Miss J Lawrence
Vice Principal

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