



16th September 2016

Dear Parents

Year 8 Parents Evening

Tuesday 27th September (5.15 - 8.15pm)

I write to invite all parents of Year 8 children to the above event. We shall gather in the Read Hall, where tea and coffee will be provided. Parking will be available in the Newmarket Road car park and on the main drive, where the gate will be set to open from 5:00pm.

As last year, arrival slots can be selected using our online booking system which will be available from 12.00pm on Monday 19th September. This can be found on the parents' section of the website (Username: parents, Password: children) and you will then need to select the Prep Area where you will find a link to Prep Parents' Evenings. Once selected you will be asked to input your child's name into the box (preferred forename and surname) and once submitted will be presented with a list of times to choose from. Simply click on the 'book' button next to the time you require and your child's name will be inserted into the list. If you change your mind about your chosen time you can simply choose another 'book' button and your child's name will move to that time.

In choosing a specific time you are indicating your likely time of arrival and you will be able to see your child's teachers as they become available thereafter. It is important to note that you will not be allocated specific times for individual teachers. We are allowing for individual consultations to take about five minutes. Should a matter arise which is likely to take substantially longer to discuss, we will happily arrange another appointment to avoid long queues forming.

I am unfortunately unable to be present this year until about 7:00pm as I will be returning from the IAPS Heads' Conference. Mr Hall, Director of Studies, will be on hand from the beginning. Both of us will be delighted to discuss any issues that arise and talk about future schools. It may well be that a further appointment will be useful for some parents choosing their child's next steps. If you would like to arrange a time, please contact my secretary, Mrs Hill at headsec@townclose.com.

Yours sincerely

Nicholas Bevington
Headmaster