



21<sup>st</sup> October 2016

Dear Parents

**Year 3 Parents' Evening**  
**Monday 14<sup>th</sup> November 2016 (5.00pm - 8.15pm)**

We are looking forward to seeing you on Monday 14<sup>th</sup> November to discuss the start your son or daughter has made academically in Year 3. Parking will be available in the Newmarket Road car park and on the main drive.

Appointments can be made using the online booking system. This can be found on the parents' section of the website (username: parents; password: children) in 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 in 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.

The appointment slot you choose will be with your child's form teacher and we shall make every effort to keep to the time you have booked. All other teachers will also be gathered in the **Read Hall** from 5.15pm so you will be able to see them either just before, or just after, your appointment time and this is an ideal opportunity to put names to faces so that future contact will be easier. With regard to mathematics, your child's form teacher will be able to relay comments on progress for those in Mr Avenal and Miss Vontzalidou's sets. For those with children in either Mr Lawry or Mrs Hale's set, they will both be available during the evening to speak to you directly.

It is a very long day for my colleagues, who need to be in fresh and ready for action the following day, so the meeting will finish at 8.30pm at the latest. Parents can help by keeping to the allotted length of time, to prevent over-running. Should a longer discussion be necessary for any reason, you would be most welcome to make a further appointment at a mutually convenient time.

Our Gap students will be available in the Dearnaley Building from 5.00pm to supervise any Prep Department pupils whilst you are speaking to my colleagues; however I am afraid they will not be able to look after any Pre-Prep children or children who do not attend the School.

I will unfortunately not be able to be present until later in the evening because of a governors' meeting but Mr Hall, our Director of Studies, will be available to speak to you throughout.

We look forward to seeing you there.

Yours sincerely

Nicholas Bevington