



13th October 2017

Dear Parents

Year 3 Parents' Evening
Thursday 9th November 2017 (5.00pm - 8.15pm)

We are looking forward to seeing you on Thursday 9th 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.

Appointment slots can be booked online by selecting the Parents' Booking System link in the Parent Information Centre. Please then log in using your email address, as held on the School's database. If you have not used the system yet this term you will need to use the password **townclose**. You will then be asked to change this to a password of your choosing. Please then select the Parents' Evening button and simply click any available slot 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 comment on progress for those in either Mr Avenal or Miss Vontzalidou's sets and Mr Lawry will be available during the evening to speak to you if your child is in his set.

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, we regret they will not be able to look after any Pre-Prep children or children who do not attend the School.

I shall be present during the evening and will be delighted to discuss any issues that arise.

We look forward to seeing you there.

Yours sincerely

Nicholas Bevington