



12<sup>th</sup> January 2018

Dear Parents

**YEAR 7 PARENTS' EVENING**  
**Monday 22<sup>nd</sup> January: 5.15pm - 8.00pm**

I write to invite all parents of Year 7 children to the above event. We shall gather in the Library, where tea and coffee will be provided. Parking will be available in the Newmarket Road car park and on the main drive from 5:00pm.

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 updated system before you will need to use the password **townclose** and the system will then ask you 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.

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.

Our Gap students will be available in the Dearnaley Building from 5.15pm 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 shall be present during the evening although you are, of course, always welcome to come and see me at another time if you would prefer. If you would like to make an appointment, please contact Mrs Sara Hill on 01603 599025.

Yours sincerely

Nicholas Bevington