



19<sup>th</sup> January 2018

Dear Parents

**YEAR 4 PARENTS' EVENING**  
**Tuesday 30<sup>th</sup> January: 5.15 - 8.00pm**

Teachers of children in Year 4 will be available from 5.15pm in the Read Hall, where refreshments will be available. You will be able to park on the main drive, with the gate open from 5.00pm.

Appointment slots can be booked online by selecting the Parents' Booking System link in the Parent Information Centre. Please 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.

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 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.

Our Gap students will be available in the Dearnaley Building from 5.15 pm 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 be available to speak to you throughout the evening, as will Mr Hall, our Director of Studies.

We look forward to seeing you there.

Yours sincerely

Nicholas Bevington  
Headmaster