



26th January 2018

Dear Parents

YEAR 5 PARENTS' EVENING
Thursday 8th February: 5.15pm - 8.00pm

I write to invite all parents of Year 5 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.

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.

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.

Unfortunately, myself and Mr Buck will not be present for the very exciting reason that Town Close has been nominated for a national award for partnerships with state schools, following Mr Buck's very successful launch of a Goblin go-kart event in Norfolk last summer, and we will both be at the ceremony. We are, however, able to offer an alternative afternoon session, Wednesday 7th February from 4.15pm to 5.15pm, when we will both be available in the 5S classroom to speak to you. Please contact Mrs Hill by email at headsec@townclose.com if you would like to book a time to see either of us that afternoon or if you would like to see just me at another time. She can also be reached directly by phone on 01603 599025.

Yours sincerely

Nicholas Bevington