



14<sup>th</sup> September 2018

Dear Parents

## **Year 3 and 4 Parents' Evening Thursday 27<sup>th</sup> September 2018**

We are looking forward to seeing you on Thursday 27<sup>th</sup> September to discuss the start your son or daughter has made academically in Year 3 or 4. 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 and password. If you are new to the School, 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 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. **Please note that the booking system will not go live until 4.00pm on Tuesday 18<sup>th</sup> September.**

The appointment slot you choose will be with your child's form teacher and will take place in their classroom. We shall make every effort to keep to the time you have booked. 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 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