



15th January 2019

Dear Parent/Carer,

**Re: Year 8 Parents' Evening
Online Appointment Booking / Options Information Talks**

I would like to invite you to attend our Year 8 Parents' Evening on Wednesday 6th February 2019. This is an important evening as it gives you the opportunity to consult with individual subject staff about how your daughter is progressing and how she can build upon her current success as we move towards the GCSE option selection period.

With this in mind, the Parents' Evening will also be the launch of the GCSE options selection process. There will be three 'Options Information Talks' throughout the evening at 4pm, 5pm and 6pm, lasting approximately 30 minutes. Please block out a gap in your appointments so you can attend one of the sessions. The talks will be hosted by Deputy Head teachers Ms Gostling and Ms Pooley and will outline the GCSE options available and the selection process. Subject guides will be provided and there will be an opportunity to ask any questions that you may have.

Year 8 is an important transition point in your daughter's education and we would expect to see a parent or carer for every student attend the evening.

We will be operating the online appointment system which enables parents to make appointments from Wednesday 23rd January 2019. As the evening is a very busy one, appointments will be allocated at five minute intervals and parents are requested to keep to their time to prevent a backlog building up.

In order to make appointments, log onto <https://sydenhamschool.parentseveningsystem.co.uk> or follow the available link on the School's website. Please note that the booking system will close the day before parents' evening, so please ensure you make your appointments in plenty of time. If you do not have access to the internet, please contact the Administration Office by telephone on 0208 699 6731.

Lastly, I welcome you to contact myself, tutors or class teachers with any concerns you may have at any time. Please do not feel you need to wait for Parents' Evening to do this. I will be available in my capacity as your daughter's Year Learning Coordinator to meet with you to discuss your daughter's progress throughout the Evening.

I look forward to seeing you all on Wednesday 6th February 2019.

Yours sincerely,

Ms L. Pattie
Year 8 Learning Coordinator