



2nd November 2018

Dear Parent/Carer

Year 9 Parents' Evening - Wednesday 21st November 2018 - Online Appointment Booking

I would like to invite you to attend our Parents' Evening on Wednesday 21st November 2018 - 4pm until 7pm.

This is an important evening as it gives you the opportunity to consult with individual subject staff about how your daughter is progressing with her GCSE options.

We will be operating the online appointment system in which ***you will be able to make appointments online from Wednesday 7th November (7pm)***. As the Year 9 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. This year, we are trialling a new initiative whereby we will give parents a form on which you can record any action points or targets that your daughter's teachers have set them, on the evening. You will then be able to take this home and use it as an aide memoire for future conversations with your daughters.

In order to make appointments, log onto <https://sydenhamschool.parenteveningsystem.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 at midday, so please ensure you make your appointments in plenty of time. If you do not have access to the internet, please contact Administration Office.

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 look forward to seeing you all on Wednesday 21st November 2018.

Yours sincerely

Ms A Smart
Year 9 YLC