



30<sup>th</sup> October 2019

Dear Parent/Carer,

## Year 9 Parents' Evening - Wednesday 20<sup>th</sup> November 2019 - Online Appointment Booking

I would like to invite you to attend our Parents' Evening on Wednesday 20<sup>th</sup> November 2019 - 4pm until 7pm.

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

We will be operating the online appointment system where **you will be able to make appointments online from Wednesday 6<sup>th</sup> November**. As the Year 9 Parents' 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.

There will be three talks on E-Safety and Student Wellbeing throughout the evening at 4pm, 5pm and 6pm. These will last approximately 30 minutes and take place in the Drama Hall. Please block out a gap in your appointments so you can attend one of the sessions.

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 at midday, so please ensure you make your appointment in plenty of time. If you do not have access to the internet, please contact Administration Office who will assist you with booking appointments.

Lastly, I welcome you to contact tutors, class teachers or myself 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 20<sup>th</sup> November 2019.

Yours sincerely,

Ms L. Pattie  
Year 9 Learning Coordinator