

1<sup>st</sup> December 2022

Dear Parent/Carer

**Re: Year 12 Parents' Evening – Wednesday 14<sup>th</sup> December 2022**

Parents and students are warmly invited to our Parents' Evening taking place on Wednesday 14<sup>th</sup> December starting at 4.00pm. This evening is an excellent opportunity to discuss your child's progress with their respective subject teachers. The event will run from 4.00-6.00pm and each appointment will last for 10 minutes providing sufficient time to speak to all of your child's teachers.

You will be familiar with our online appointment booking system used across the school, which we will be asking you to use again this year. For students new to our school our online booking system is easy to use and allows parents to choose their own appointment times with teachers and then receive an email confirming these appointments.

Logging into the booking system and making appointments can be done using this address:

<https://haileyburyturnford.parenteveningsystem.co.uk>

A short guide on how to make appointments is printed on the back of this letter. Should you not have access to the internet at home please call Mrs Blaskett on 01992 308333 Ext 287 who will be able to make appointments on your behalf.

Should you have any problems logging into the system please get in touch with our IT support team who will be happy to assist you. They can be contacted on [ITsupport@haileyburyturnford.com](mailto:ITsupport@haileyburyturnford.com) or calling 01992 308333 and asking to speak to our IT support team.

We look forward to seeing you.

Yours faithfully



**Mrs N Shivalkar**

Assistant Principal & Head of Sixth Form

