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Your Reference :

Our Reference : *j/ParConsEve/ParEveInviteLetterY10*

15 March 2017

Dear Parents and Carers

Year 10 Parents' Evening – Thursday 30 March 2017

You are invited to meet and discuss progress with your child's teachers at the Year 10 Parents' Evening on **Thursday 30 March, from 3.30pm – 6.30pm**. Students are welcome to attend the evening with their parents.

You will be able to secure appointments with a selection of your child's teachers via an on-line booking system after **8.00pm on Wednesday 22 March** – not before, I'm afraid (don't log on early, as the page will not refresh). At that point the booking system will go "live", and it's first-come-first-served for booking appointments. Type the following link into your browser:

<http://www.parents-booking.co.uk/prioryschool>

Don't Google it – that won't work. To log on you'll need to type in your name, email optional, then your child's legal first name, legal surname and date of birth (note format: DD/MM/YYYY). If you're not entirely sure what we've got in our information system then please contact the school to find out, before 22 March.

Once you've logged in you can start making appointments. You will have the choice of:

- Make Individual Bookings – you pick and choose who you want to see and when you want to see them; please try to leave gaps between appointments; simply logging out will confirm your appointments;
- Automated Booking Wizard – picks times for you based on your preferences; it won't necessarily give you gaps between appointments; you can edit and you must confirm bookings at the bottom of the page.

Whichever process you use, please note that you will have a maximum of five minutes from the point that you start making appointments to secure your bookings. If you get stuck there are some instructional videos on this first page; alternatively please contact the school and we'll do what we can to help. If you have limited access to the internet please contact your House team, before 22 March; they can help to arrange appointments.

Important – there is **a limit of 9 appointments** that can be made per child. We've done this to ensure that every parent has the opportunity to see the majority of his/her child's teachers. If you are unable to secure an appointment with a specific member of staff, please email him/her to arrange an alternative mutually convenient time to meet. Please note also that your ability to book appointments on the system will end at **8.00pm on Wednesday 29 March**; this is to allow teaching staff time to print out finalised appointment lists, and to prepare fully for the event.

Good luck with booking your appointments! We look forward to seeing you on Thursday 30 March, and ask you to remember then that appointments are of five minutes' duration. Appointments that overrun cause everything else to be thrown out of kilter.

Yours sincerely

Mr J Ashworth
Deputy Headteacher - Academic Standards

