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Your Reference :

Our Reference : j/ParConsEve/ParEveInviteLetterY9

5 February 2018

Dear Parents and Carers

Year 9 Parents' Evening – Thursday 22nd February 2018

You are invited to meet your child's teachers at the Year 9 Parents' Evening on **Thursday 22nd February, from 4.00pm – 7.00pm** (please note the revised start and finish times this year). Students are welcome to attend the evening with their parents.

You will be able to secure appointments with your child's teachers via an on-line booking system from **8.00pm on Thursday 15th February – 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 the end of this term (Friday 9th February).

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, who will help to arrange appointments.

Important – there is **a limit of 10 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 21st February**; 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 22nd February, 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

