

23rd October 2018

Dear Parent / Carer,

Year 11 Parents' Evening – Wednesday 14th November 2018

I am writing to inform you that the Year 11 subject consultation evening for parents will take place on **Wednesday 14th November** between 4.30pm and 7.00pm.

We use a secure online system at <https://novahreod.parenteveningsystem.co.uk> to book appointments for parents evenings. The system will be open from 5pm on Thursday 1st November for parents to make appointments. A guide to using the system is available on the '[parent letters](#)' page of our website.

In order for staff to meet with as many parents as possible, appointments are restricted to five minutes only. If you or the teacher feels that a longer time is needed to discuss specific issues, then please do not hesitate to arrange an alternative time. It is possible that you may not be able to speak with all your child's subject teachers as some teach several Year 11 groups. Teachers will, however, be available to meet with you at a different time should this situation arise. Please do not hesitate to contact me if you have any questions about making such appointments before or after the event.

If you are unable to book online please contact us for support or ask your child to arrange appointments with each of their subject teachers using the appointment sheet in their planner.

It is always useful for your son/daughter to come with you to Parents' Evening if possible and we will be pleased to see as many students as possible attending. On the evening, we would be grateful if you could sign in at reception on arrival. I would like to thank you in advance for your attendance and look forward to seeing you.

Yours faithfully



Mr Benn Griffin
Assistant Principal: KS3 Raising Standards

* Drive * Integrity * Scholarship * Contribution



