

16 October 2018

Dear Parent/Carer

Years 7, 11 and 12 Tutor Evening

Thursday 18 October 2018 4:30pm – 7:00pm

You are invited to meet your child's Form Tutor to discuss your child's progress so far this term. The Kingswood Secondary Academy uses an online appointment booking system for Tutor Evenings. By using this you will be able to make an appointment directly with your child's Tutor. The website can be found at:-

<https://kingswoodsecondaryacademy.parentseveningsystem.co.uk/vs2>.

The login details are your child's name and tutor group. Please choose the 'Years 7, 11 and 12 Tutor evening 2018' and follow the on-screen instructions for making an appointment. If you are unable to use this system your child should speak to their Tutor or Year Office directly to make an appointment. This booking system will open at 9:00am on Monday 8 October until 3:00pm on Thursday 18 October.

Years 11 and 12 will have their progress report available to collect before your appointment. Please arrive 10 minutes before your appointment to give you time to look at your child's report before meeting his/her Tutor.

Yours faithfully

**Mrs L Hedges
Deputy Principal**