

22 November 2018

Dear «Parental_Salutation»

RE: «Forename» «Surname» «Reg»

Year 10 Parents' Evening Thursday 6 December 2018 4:30pm – 7:00pm

«Forename»'s current progress report is now being completed and will be issued at the above parents' evening when you will be given the opportunity to discuss «Forename»'s progress with each of «hisher» subject teachers.

The Kingswood Secondary Academy uses an online appointment system for parents' evenings; <http://kingswoodsecondaryacademy.parentseveningsystem.co.uk/v2/> . By using this you will be able to make an appointment directly with «Forename»'s subject teachers. The online facility will be open for appointments from 9:00am on Monday 26 November 2018 until 3:00pm on 6 December 2018.

The login details are your child's name and tutor group as written above. Please choose the 'Year 10 parents' evening 2018' and follow the on-screen instructions for making appointments. If you are unable to use this system «Forename» should speak to the Year 10 Office directly to make appointments.

Please arrive 10 minutes before your first appointment to give you time to look at «Forename»'s progress report before meeting «hisher» teachers.

Yours sincerely

**Mr A Burton
Principal**