

16 January 2018

Dear «Parental_Salutation»

RE: «Forename» «Surname» «Reg»

Year 11 Parents' Evening Thursday 31 January 2019 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 21 January 2019 until 3:00pm on 31 January 2019.

The login details are your child's name and tutor group as written above. Please choose the 'Year 11 parents' evening 2019' and follow the on-screen instructions for making appointments. If you are unable to use this system «Forename» should speak to the Year 11 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**