

13 February 2019

Dear «Parental_Salutation»

RE: «Forename» «Surname» «Reg»

Sixth Form Parents' Evening Thursday 7 March 2019 4:30pm – 7:00pm

The Sixth Form parents' evening will be taking place on Thursday 7 March 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 25 February 2019 until 3:00pm on 7 March 2019.

The login details are your child's name and tutor group as written above. Please choose the 'Sixth Form 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 Sixth Form Office directly to make appointments.

Yours sincerely

**Mr D Robertson
Head of Sixth Form**