

24 April 2019

Dear «Parental_Salutation»

RE: «Forename» «Surname» «Reg»

Year 7 Parents' Evening Thursday 2 May 2019 4:30pm – 7:00pm

The Year 7 Parents' Evening will take place on Thursday 2 May 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 Friday 26 April 2019 until 12:00pm on 2 May 2019.

The login details are your child's name and tutor group as written above. Please choose the 'Year 7 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 7 Office directly to make appointments.

Yours sincerely

Mr A Burton
Principal