

«Parental_Salutation»
«HouseNumber» «Street»
«Town»
«County»
«Postcode»

07 January 2016

Dear «Parental_Salutation»

RE: «Forename» «Surname» «Reg» –

**Years 7, 12 and 13 Parents' Evenings
Thursday 14 January or Wednesday 20 January 2016 4:30 pm – 7:00 pm**

«Forename»'s progress report for term two has now been completed and will be issued at either of the above parents' evenings when you will be given the opportunity to discuss «Forename»'s progress so far with each of «hisher» subject teachers.

The Kingswood Secondary Academy uses an online appointment system for parents' evenings. By using this you will be able to make an appointment directly with «Forename»'s subject teachers. The website can be found at:-
<http://kingswoodsecondaryacademy.parentseveningsystem.co.uk>.

The login details are your child's name and tutor group as written above. Please choose the 'Years 7, 12 and 13 parents' evening 2016' and follow the on-screen instructions for making appointments. If you are unable to use this system «Forename» should speak to «hisher» year office directly to make appointments.

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

Yours sincerely



**Mr A Burton
Principal**