

ADEYFIELD SCHOOL

PART OF THE EAST DACORUM CO-OPERATIVE LEARNING TRUST

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13 February 2019

Dear Parent or Carer

I am writing to invite you to our Year 11 Parents' Evening on Thursday 7 March starting from 4pm.

This is an opportunity for you to meet with all your child's class teachers to discuss their progress and any areas of concern you may have in their progress. It is an essential part of our home-school communication and as such we would encourage you to attend. As the summer exams fast approach this is of paramount importance in supporting your child as we approach the exams.

We are now using an online system to make appointments for this Parents Evening. In order to make your appointments please go to <http://adeyfield.parentseveningsystem.co.uk>

You can either choose to have the system automatically book appointments for you (in which case select automatic) or manually select which staff you would like to see and at what time (in which case select manual). These will then be added to the teachers' appointment schedule.

You will receive an email confirmation of all appointments and times once they are made.

Please see attached for the 'How to Guide' to arranging appointments for further information.

We hope you will find this an easy way to arrange your appointments and would welcome any feedback on its use after the event.

If you have any questions, please do not hesitate to contact your child's tutor directly or myself.

I look forward to seeing you on 7 March.

Yours sincerely

Kim Walters
Head of Year 11

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