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Our Ref: BML/LCH/Years/ConsultationEvening/Year 7 2019

7 December 2018

Dear Parents/Guardians

Year 7 Consultation Evening – Wednesday 9 January 2019

Our Year 7 Consultation Evening this year will take place on **Wednesday 9 January 2019** between 3.30 pm and 6.00 pm and we very much hope that you will attend and bring your son or daughter with you. Students will be expected to wear full school uniform.

The online booking system will open on **Tuesday 11 December 2018 at 7pm**. Please log on, using the following link <http://www.croftonschool.co.uk/parents/> Links can also be found on the school website. The deadline for booking appointments is **10pm on the evening of Tuesday 8 January 2019**.

To log on, please enter the following details:

Parent First Name
Parent Surname
Parent Email Address
Your son/daughter's forename, surname and DOB.

You will then see your details and the details of the Parents' Evening.

Click continue and you will see a list of subjects and teachers. Please click on continue to book appointments at the bottom. Select a convenient time for the teacher and click book. Please book which ever teachers you want to see. There will be no limit on the number of bookings for these evenings. When you make a booking, the next time slot will become unavailable automatically; this is to allow you to get to the next appointment on time.

If you have more than one child in the year group click on the "Book appointment for another child" link and enter their details.

Appointment slots are now four minutes to allow more parents to see teachers, with an automatic four minute gap between each one. This will allow for movement to the next appointment. Most departments will be in the main hall, with the remainder in the LRC. A bell will ring indicating the end of your appointment time, please be prepared to move onto your next appointment when you hear the bell.

We would ask that families make only one appointment with any particular teacher, even when parents have separated. If there are any concerns about this then please let me know.

When you have finished you will receive an email to confirm your bookings, if you do not get this email please contact the school as your email address may have been entered incorrectly.

Please feel free to ask any questions using the feedback link. Parents without any internet access should contact me and I will be happy to help make appointments. Parents who experience technical difficulties are most welcome to contact the school for help asking for Communication Support.

Sadly, even an online system cannot guarantee appointments for every parent with every teacher; if you find that a particular teacher has no spaces left, do feel free to phone the school and ask for a meeting at another time. Please let us know if you experience any difficulties with the system.

Of necessity, parent/teacher interviews on this evening will be brief. If there are areas or concerns that you wish to discuss at greater length, please contact individual members of staff, by letter, email or telephone, for a mutually convenient appointment at some other time.

When you arrive, could I please ask you to sign in via the LRC, close to the school hall. This will enable us to monitor parents' attendance.

We look forward to seeing you.

Yours faithfully

A handwritten signature in black ink, appearing to be 'B Marshall', written in a cursive style.

Mr B Marshall
Head of Year 7