

SHO

5 February 2015

Dear Parent/Carer,

### **Year 12/13 Parents' Evening - Online Appointment Booking**

I would like to invite you to attend our Year 12/13 Parents' Evening on **Monday 29 February 2016** to be held on the South Site between 4.30pm and 7.30pm. Please register at the front desk on arrival.

The evening will allow you to meet your son/daughter's subject teachers and discuss progress.

As part of our commitment to maintain the Leading Parent Partnership Award (LPPA), which focuses on improving our communication with parents, we continue to use an online appointment booking system. This allows you to choose your own appointment times with teachers, ask questions of staff prior to the evening and you will receive an email confirming your appointments.

The online booking system will be open from **Monday 15 February at 8pm until Thursday 25 February at 8pm**. Should you wish to make any changes after this date please contact the school office.

To book your appointments please visit:

<https://abbeycollege.parentseveningsystem.co.uk>

This link can also be found on the school website. You only need your email address, son/daughter's name and date of birth to log in then follow the on screen instructions. Please remember to bring a note of your appointments times with you.

Yours faithfully,



Miss H Farrag  
Assistant Headteacher