

SHO

15 January 2015

Dear Parent/Carer,

Year 8 Parents' Evening - Online Appointment Booking

I would like to invite you to attend our Year 8 Parents' Evening on **Monday 1st 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. If your child has any identified specific learning needs, you may find it appropriate to book an appointment with Mrs Cornwell, Director of Learning Support who will be available on the evening.

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 18 January at 8pm until Thursday 28 January 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