



Meadowhead School

Academy Trust

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Steve Bacon

Tamsin Woodward

SBU/RBE

October 2019

Dear Parent/Carer

We are writing to invite you and your child to our Year 13 Parents' Evening on **Wednesday 27th November from 4.30pm until 6.30pm**. We anticipate full representation from all families but if you are unable to attend please ask another family member to attend with your son/daughter.

Appointments will be made via our online appointment booking system which allows you to choose your own appointment times with teachers and you will receive an email confirming your schedule. We are confident this will be an improvement to the previous system and welcome any feedback.

Appointments can be made from **Wednesday 6 November 6.00pm** until **midnight** on **Tuesday 19th November**.

To book appointments please visit <http://meadowhead.parentseveningsystem.co.uk>

Login with your name, Student's First Name, Student's Surname, Student Date of Birth. If you do not have access to the internet, please contact the Sixth Form Office on 01142372723 ext 716 who will be happy to add appointments on your behalf.

On the evening

On arrival to the Sixth Form Centre please sign in and make your way to your first appointment. Staff and student mentors will be around in the Sixth Form Centre to offer guidance and support.

Year 13 is an important time for your son/daughter, and as always their success depends on the partnership between families and the school. Please make sure you have made your appointments by the cut-off time of **midnight** on **Tuesday 19th November**.

Thank you for your quick response and continued support.

Yours faithfully

Mr Beigel

Mr Beigel
Head of Y13

Mrs Burdekin
Head of Sixth Form