

Fulston Manor School

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Academy Trust Registered in England: Company No. 7343725

ABR/SPA

7th January 2019

Dear Parent/Guardian

**RE: YEAR 7 PARENTS' EVENING – THURSDAY, 24TH JANUARY 2019 FROM 4:30 P.M. UNTIL 7:30 P.M.
ONLINE APPOINTMENT BOOKING**

You are invited to attend the Year 7 Parents' Evening on Thursday, 24th January 2019. Please sign in at the Reception Area of the Millennium Hall upon arrival. We would ask that you are there in plenty of time for your first scheduled appointment in order to avoid delays.

The school uses an intuitive and easy to use **online appointment booking system**. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Please visit <https://fulstonmanor.parentseveningsystem.co.uk> to view the booking system. Or there is a link on the front page of the school's website – top right – Log in – Parents Evenings (a short guide on how to add appointments is included with this letter). The system will go live **on Friday, 11th January** when appointments can be booked. A number of staff have asked to see the parents of particular students. In this instance appointments have already been made. If these times are not convenient please feel free to amend them. **The booking system will remain open until Tuesday, 22nd January.**

If you do not have access to the internet, please contact the school or house office who will be happy to add appointments on your behalf.

May I point out that you need to see the individual subject teachers for a full report on progress in their subject, not the House Tutors.

There is an expectation that your son/daughter will accompany you and that he/she should be in full school uniform and must remain with you at all times during the meeting.

Some staff teach over sixty Year 7 students in a week, and whilst we will make every effort to fit in appointments for all, one or more staff may have their appointment sheets filled before you get a chance to make an appointment. If you do find that you are disappointed, do telephone the Head of House who will try to provide you with the information you require.

Parking will be available on the tennis courts adjacent to the Millennium Hall.

Please remember to print and bring the appointment sheet with you on the evening of 24th January.

Yours faithfully

A G Brookes
Headteacher

A High Performing Academy Trust

Headteacher A G Brookes MA (Cantab)