

Fulston Manor School

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Academy Trust Registered in England: Company No. 7343725

GDA/SPA

4th November 2019

Dear Parent/Guardian

**RE: YEAR 13 PARENTS' EVENING – TUESDAY, 3RD DECEMBER 2019 FROM 5:00 P.M. UNTIL 7:00 P.M.
ONLINE APPOINTMENT BOOKING**

You are invited to attend the Sixth Form Parents' Evening which is being held from 5:00 p.m. until 7:00 p.m. on Tuesday, 3rd December. 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 (a short guide on how to add appointments is included with this letter). Alternatively there is a link on the front page of the school's website – top right – log in – Parents Evenings. The system will go live **on Tuesday, 12th November** 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 close on **Thursday, 28th November**.

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

Some staff teach over sixty 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 Sixth Form who will try to provide you with the information you require.

Please remember to print and bring the appointment sheet with you on the evening of Tuesday, 3rd December.

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

Yours faithfully

Miss G Davies
Head of Sixth Form

A High Performing Academy Trust

Head of School Mrs S P Burden, LLB PGCE
Executive Headteacher Mr A G Brookes, MA (Cantab)

