

# Fulston Manor School

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Academy Trust Registered in England: Company No. 7343725

SBU/SPA

5<sup>th</sup> December 2019

Dear Parent/Guardian

**RE: YEAR 11 PARENTS' EVENING – TUESDAY, 7<sup>TH</sup> JANUARY 2020 FROM 5:00 P.M. UNTIL 7:00 P.M.  
ONLINE APPOINTMENT BOOKING**

You are invited to attend the Year 11 Parents' Evening on Tuesday, 7<sup>th</sup> January 2020. 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). Or 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 Monday, 9<sup>th</sup> December** 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 online booking system will close on **Sunday, 5<sup>th</sup> 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.**

Mr Vigeon and Miss Davies will be available to answer any questions concerning progression into the Sixth Form.

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 Tuesday, 7<sup>th</sup> January 2020.

Yours faithfully

**Miss S Burden**  
Head of School

A High Performing Academy Trust

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

