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20th October 2022

Dear Parent,

Recently, Mrs Pritt-Roberts sent a letter to parents to explain the new system for online/in-School Parents' Meetings. For both formats, in-School or online, we will be using an appointment system which is accessed through the Parents' Portal. It is hoped that this will improve the experience by providing parents with a clear schedule for the evening, thereby reducing queue time. It is appreciated that work commitments, child care arrangements or travel distances can make it difficult for some parents to attend in person, which is why we are offering the online option on a different evening.

The Parents' Meetings scheduled the first week after half term are for Year 7.

In School - **Monday 31<sup>st</sup> October** and on-line **Thursday 3<sup>rd</sup> November**.

Please only book **one** appointment with any of the subject teachers required.  
Please be mindful that certain 'during school time' slots may not be available to book as teachers will be teaching curriculum at that time.

For the In-School meeting the Support for Learning Departmental discussions are in ground floor classrooms and all subject teaching staff will be found on the top floor of Lower School.  
In order to fit in all appointments, each subject conversation should stick to a 5-minute window please.  
Please note that Mr Davies (Art) is only available for on line appointments on Thursday.

It is usual that children do not stay to attend the in-house Parents' Meetings, instead families should maintain their usual arrangements so that children go home at 5.30pm. Please do not ask pupils to wait for families, as there is no supervision for the children at this time.

A PDF attachment is provided alongside this letter to help explain the process of booking appointments on the Portal.

Kind regards,

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