

Our ref: SZW/jm

5<sup>th</sup> October 2018

«Parental\_addressee»

«AddressBlock»

Dear «Parental\_Salutation»,

### **Year 11 Parents' Evening - Online Appointment Booking**

I would like to invite you to attend our Year 11 Parents' Evening on Thursday 18<sup>th</sup> October 2018 between 4.00pm and 7.00pm. This is an important evening and provides you with an opportunity to meet with your child's subject teachers so you can receive subject specific feedback.

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

Appointments can be made from Wednesday 10<sup>th</sup> October 2018 and the booking system will close on Wednesday 17<sup>th</sup> October 2018. Should you wish to make any changes after this date please contact the school office.

If you are unable to attend please let us know by selecting the appropriate button on the booking system.

Please visit <https://kingsthorpecollege.parentseveningsystem.co.uk/> or go to the college website to access the online booking system to book your appointments. Login with the following information:

Student's First Name: «Forename»

Student's Surname: «Surname»

DOB: «DOB»

If you do not have access to the internet, please contact the school office who will be happy to help you.

Yours Sincerely



Mr S Wade  
Deputy Headteacher