8 December 2016

Dear Parent/Carer

Year 9 Parent Consultation Evening – Thursday 12 January 2017 4.30 pm – 7.30 pm

The Year 9 Parent Consultation Evening will be held on Thursday 12 January 2017. It is our expectation that all students attend, together with at least one parent/carer. All students should be in full school uniform. We use an online appointment booking system which allows parents the flexibility to choose their own appointments, at times which are convenient to them throughout the evening.

- Appointments may be booked between **8pm on Monday 12th December and 10pm on Monday 19th December.**

- You may book a maximum of 8 appointments.

- Please visit http://roundwoodpark.parentseveningsystem.co.uk to book your appointments. A short guide on how to add appointments is included with this letter and a link to the "parentseveningsystem" and a "parentguide" are available on the school website via 'Useful Links'. Logins should be applied with the following information:

  - The system uses 'priority 1' parent name, therefore, you may need to try either your name or your partner's name.
  - Student's First Name
  - Student's Surname
  - Date of Birth

If you do not have access to the internet, or have any problems, please contact the Pastoral Office on 01582 765344 x228. We very much look forward to seeing you on 12 January 2017.

Yours sincerely

Mr W Whitmore
Head of Year 9