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31st October 2016

Dear Parents

The Year 9 Parent Consultation evening will be held on the following dates and times:

4.30pm – 7pm on 17th November 2016

You can now book appointments at times that suit **you**. Please check with your son/daughter who teaches them before starting the booking process.

Go to www.schoolinterviews.co.uk and follow these simple instructions.

1. Enter the event code **4ms63**
2. Enter your details-name, email address, child's name etc
3. Choose the relevant teacher/s for your child
4. Choose times

BOOKINGS CLOSE at 11am on the 17th November

You can change your appointment bookings at any time prior to the closing date, by re-visiting the www.schoolinterviews.co.uk website from the **same computer** you made the original booking on, and using the event code. **Remember to use the same computer, name and email address, you used when you made your original booking.** If you wish to change your appointment times after the closing date or are away from the original computer you should contact the school directly on: 01525 636700.

Please note when making your 5 minute appointments, you should leave time (ideally 5 minutes) between each appointment to allow you to walk to the next location. Subject teachers will be located as follows (it may be easier for you to book appointments in one block before moving to the other block if possible):

A Block – Dance, Drama, English, Maths, Music, PE, Design Technology & Science.

B Block – Art, Computer Studies, Food Tech, Humanities, Languages.

When you click **finish**, your appointment timetable will be emailed to you automatically - **check your junk mail folder** if you do not receive your email immediately.

You can return to www.schoolinterviews.co.uk at any time from **the same computer** to change your appointments until bookings close.

If you do not have access to the internet or have problems with the system, please contact Mrs Harding in the school office on 01525 636700.



David McMillan
School Business Manager