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3<sup>rd</sup> January 2018

Dear Parents

The Year 11 Parent Consultation evening will be held on the following date and times:

**3.30pm – 6pm on 18<sup>th</sup> January 2018**

Please check with your son/daughter who teaches them before starting the booking process.

Go to [www.schoolinterviews.co.uk](http://www.schoolinterviews.co.uk) and follow these simple instructions.

1. Enter the event code **fuhqj**
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 18<sup>th</sup> January**

You can change your appointment bookings at any time prior to the closing date, by re-visiting the [www.schoolinterviews.co.uk](http://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. Occasionally, we may have to cancel or change a booking due to a staff absence. Please make sure that [bookings@schoolinterviews.co.uk](mailto:bookings@schoolinterviews.co.uk) is added to your trusted sender list.

**Where some staff bookings become full it may be possible to add an appointment before 3.30pm or after 6pm, please contact Sue Harding on 01525 636700 .**

**Please endeavour to attend this important event as it is the last opportunity to discuss your child's progress in this crucial period leading up to their GCSE exams.**

Please note when making your 5 minute appointments, you should leave time (ideally 5-10 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, Food Technology, Maths, Media Studies, Music, PE, Product Design and Science
- B Block** – Art, Business Studies, Child Development, Computer Studies, Geography, History, ICT and 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](http://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 Sue Harding in the school office on 01525 636700.



Mr D Cooksey

Director of Year 11

