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28<sup>th</sup> September 2017

Dear Parents

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

**4.30pm – 7pm on 12<sup>th</sup> October 2017**

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

1. Enter the event code **sbczd**
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 12<sup>th</sup> October**

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.** 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. Occasionally, we may have to cancel 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.

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



