



March 2018

Dear Parent/Carer

Year 7 Progress Evening – Thursday 19 April 2018

You and your child are invited to our forthcoming Year 7 Progress Evening where you will be able to meet with subject teachers, on **Thursday 19 April 2018**. Appointments last for five minutes and are held in the Brookvale building and can be booked using our online parent evening booking system. You will receive an email confirming your appointments. The appointments are available between 3.45 - 7.15pm. Mrs Jo Clarke, the Head of Year 7 will also be available during the evening if you would like to speak to her. Please email her directly for an appointment: jclarke@brookvalegroby.com.

How to Book an Appointment

The online booking system will be open for you to make appointments from **7am Tuesday 10 April 2018 until 11pm Tuesday 17 April 2018**. Should you wish to make any changes after this date please contact the school office. The Booking System can be accessed via our school website, www.brookvalegroby.com. Go to the Parents section and click on "Progress Evenings". There is also a Parent Guide to booking appointments included online.

Please Log-in with the following information:

Student's First Name

Student's Surname

Student's Date of Birth

(in full i.e. dd/mm/yyyy)

If you do not have access to the internet, please contact Debbie Lee between 9.00am and 3.30pm or email dlee@brookvalegroby.com to make appointments on your behalf.

Yours sincerely

Katie Rush
Headteacher, 11-14