



7<sup>th</sup> September 2018

Dear Parent/Carer

## **Year 12 Parent/Tutor Induction Evening – 4pm - 6.30pm 20 September 2018**

You and your child are invited to our forthcoming Year 12 Parent/Tutor Induction Evening where you will be able to meet your child's tutor, on **Thursday 20 September 2018**. Appointments will last for ten minutes and be held in the Groby dining room. Appointments can be booked using our online parents evening booking system. You will receive an email confirming your appointment. The appointments are available between 4.00pm - 6.30pm.

The booking system will be open for you to make appointments from 7am Tuesday 11<sup>th</sup> September 2018 until 8am Wednesday 19<sup>th</sup> September 2018.

Should you wish to make a change after this date please contact Jo Wells on 0116 281 7015.

The Booking System can be accessed via our school website, no password is required, visit [www.brookvalegroby.com](http://www.brookvalegroby.com). Click on 'Parents Evening' and you will be taken to the booking screen. (A short guide on how to add an appointment is included with this letter.)

### ***Log-in with the following information:***

<i>Student's Preferred First Name</i>	<i>Student's Legal Surname</i>	<i>Student's Date of Birth</i>
<i>(as notified by parent)</i>		<i>(in full i.e. dd/mm/yyyy)</i>

If you do not have access to the internet, please contact Jo Wells between 9.30am and 2.00pm or email [jwells@brookvalegroby.com](mailto:jwells@brookvalegroby.com) to make an appointment on your behalf.

Yours sincerely

Robert Coles  
Headteacher