



September 2018

Dear Parent/Carer

Year 7 Parent/Tutor Induction Evening – 4pm - 6.30pm 20 September 2018

You and your child are invited to our forthcoming Year 7 Parent/Tutor Induction Evening where you will be able to meet your child's tutor, on **Thursday 20 September 2018**. Appointments last for five minutes and are held in the Brookvale hall and can be booked using our online parent evening booking system. You will receive an email confirming your appointment. The appointments are available between 4.00 - 6.30pm.

The booking system will be open for you to make appointments from 7am Tuesday 11 September 2018 until 11pm Tuesday 18 September 2018.

Should you wish to make a change after this date please contact the school office.

The Booking System can be accessed via our school website, no password is required, visit 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 Preferred Surname</i>	<i>Student's Date of Birth (in full i.e. dd/mm/yyyy)</i>
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If you do not have access to the internet, please contact Reception between 9.30am and 2.00pm or email at reception@brookvalegroby.com to make an appointment on your behalf.

Yours sincerely

Robert Coles
Headteacher