



26 October 2018

Dear Parents/Carers

## Year 13 Progress Evening - Online Appointment Booking

You and your child are invited to our forthcoming Year 13 Progress Evening where you will be able to have a discussion with subject teachers, on **Thursday 15 November 2018 3.45pm – 7.15pm**. The majority of appointments will last for 5 minutes, in specific rooms in the college. If your child has more than one teacher for the same subject then you will have the opportunity to see the lead teacher for that class.

The college has an easy to use, online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. The main booking times are between 3.45pm – 7.15pm, but some teachers' availability time may be different.

The booking system will be open for you to make appointments from 7am Wednesday 31 October until 7am Wednesday 14 November. Should you wish to make any changes after this date please email Mrs Wells; [jwells@brookvalegroby.com](mailto:jwells@brookvalegroby.com) or call 0116 281 7015.

The 'Booking System' can be accessed via our college website; [www.brookvalegroby.com](http://www.brookvalegroby.com). Click on the '**Parents Evening**' option. A short guide on how to add appointments is attached.

Please login with the following information:

**Student's First Name**  
**Student's Surname**  
**Student's Date of Birth**

If you do not have access to the internet, please telephone Mrs Wells; 0116 281 7015, who will be happy to add appointments on your behalf.

Yours sincerely

Mr Coles  
Headteacher