



RCO/JWE

18 January 2019

Dear Parents/Carers,

Year 12 Progress Evening - Online Appointment Booking

You and your child are invited to our forthcoming Year 12 Progress Evening where you will be able to have a discussion with subject teachers on **Thursday 7 February 2019 3.45pm – 7.15pm**. Appointments will last for 5 minutes and will all take place in the Brookvale building. If your child has more than one teacher for the same subject you will have the opportunity to see the lead teacher for that class.

You will also be able to speak with Mrs Cheadle, Head of Post 16 and Mrs Smith, Student Support Officer during the evening.

How to Book an Appointment

The online booking system will be open for you to make appointments from **7am Wednesday 23 January until 11pm Tuesday 5 February 2019**. If you cannot attend for any reason, you can also record this on the system. Should you wish to make any changes after this date please email Mrs Wells on jwells@brookvalegroby.com or call 0116 281 7015.

The Booking System is accessed via our school website, www.brookvalegroby.com and select the Parents Evening System box. 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.

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 Jo Wells; 0116 281 7015, who will be happy to add appointments on your behalf.

Yours sincerely

Mr Coles
Headteacher