

3<sup>rd</sup> February 2023

Dear Parent/Carer

**Re: Year 8 Parents' Evening – Tuesday 21<sup>st</sup> February 2023 (3:30pm to 6:00pm)**

I am pleased to be able to write with further details regarding the forthcoming Year 8 tutor parent's evening on Tuesday 21<sup>st</sup> February 2023.

The evening will be held 'in person' on the school site with 5 minutes appointments taking place between 3.30pm and 6.00pm. The meetings will provide a valuable opportunity for Form Tutors and parents to discuss the year so far and address any questions or concerns which may have arisen.

Meetings will be held in the following venues: Main Hall: Tutor Groups 8S, 8P, 8R, 8N, 8G and TCC: 8F, 8E, 8L, 8D). Appointment times can be booked from 9.10am onwards on Wednesday 8<sup>th</sup> February 2023 using our online parents evening system 'SchoolCloud'. A link to the booking system will be sent to you via email and/or a message through our School Gateway App. Please note that appointments will be made on a first come, first served basis. The appointment booking system will close at midnight on Monday 20<sup>th</sup> February 2023.

Should you still require support in accessing or downloading the School Gateway App please visit: <https://schoolgateway.co.uk/help/>

In order to maintain the safety of parents, children and staff during the evening we would kindly ask that all visitors observe the following guidance:

- Please aim to arrive via the main (front) entrance/reception as close as possible to 5 minutes before your appointment time (staff/prefects will be on hand to direct you to each venue)
- Where possible, please park off-site and arrive on foot (a limited number of parking spaces will be available)

Our Head of Achievement for Year 8, Mr Chaplin, will also be present throughout the evening and refreshments will be available for purchase (with funds going towards this Summers African Adventures trip to Kenya).

Should you have questions about the 'Meet the Tutor' evening please contact Mr Chaplin (Head of Achievement, Year 8) or Miss Nash (Pastoral Manager, Year 8).

Yours faithfully



Mr J Wilburn  
Deputy Headteacher