

8th February 2019

Dear Parents/Carers,

**Year 9 Parents'/Subject Teachers Meeting
Wednesday 6th March 2019**

There will be an opportunity for you to meet with your child's subject teachers on Wednesday 6th March 2019 from 3:30 to 7:30 pm. Each appointment will last for 4 minutes and the focus of the meeting will be to discuss progress and agree areas for development. In order to do our best to ensure that every parent is allocated time to see their child's teachers, you may book a maximum of nine appointments per child.

Unfortunately, due to Parents' Evening clashing with the important GCSE fieldwork trip, Geography teachers will be unavailable for appointments on this evening. Please feel free to discuss progress with your son/daughter's teacher during Options Evening (Wednesday 27th February); a phone call/email can also be arranged if you would like a more in-depth discussion about progress.

Our online booking system for Parents' Evening allows you to choose your own parents' evening appointment times online. Go to the school website www.warlinghamschool.co.uk and click on Warlingham Gateway to find the link to the Parents Evening Booking System.

The system is live from **Friday 8th February 2019** and will be open to take your bookings until **10am Wednesday 6th March 2019 at 10am**. You can book for Parents' Evenings as soon as the system is live.

Please arrive in good time and familiarise yourself with the seating arrangements and ensure that you sign in on arrival.

If you are unable to book at home, please email info@warlinghamschool.co.uk or phone reception who will be able to help you to book your appointments.

If for any reason you are unable to keep your appointment times, please contact the School, even on the day of the meeting. This is to ensure that staff are not detained unnecessarily.

If you have any concerns regarding these arrangements, please do not hesitate to contact your child's tutor or myself.

Yours sincerely,

**Mr P Seward
Assistant Headteacher**

Headteacher: Mr N Bradwell BA (Hons) NPQH

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