



Dear Parents/Carers

Year 11 Parents'/Subject Teachers Meeting - Thursday 6th February 2020

There will be an opportunity for you to meet with your child's subject teachers on **Thursday, 6th February 2020 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.

Mrs Aldridge, Assistant SENCO will be available on the evening, should you need to discuss any SEN concerns you may have. It is not necessary to make an appointment to speak Mrs Aldridge.

We have an online booking system for Parents' Evening that 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 **Wednesday, 15th January at 7pm** and will be open to take your bookings until **10am on Thursday, 6th February 2020**. You can book for Parents' Evenings as soon as the system is live.

If you are unable to book at home, please email info@warlinghamschool.co.uk or phone reception who will be able to help you 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 in contacting myself or your child's form tutor.

Yours sincerely

Mr S Day
Joint Head of School