

Our ref: SZW/jm

16<sup>th</sup> April 2018

«Parental\_addressee»

«AddressBlock»

Dear «Parental\_Salutation»,

### **Year 10 Parents' Evening - Online Appointment Booking**

I would like to invite you to attend our Year 10 Parents' Evening on Thursday 26<sup>th</sup> April 2018 between 4.00pm and 7.00pm. This is an important evening and provides you with an opportunity to meet with your child's subject teachers so you can receive subject specific feedback.

The college uses an easy online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments can be made from Wednesday 18<sup>th</sup> April 2018 and the booking system will close on Wednesday 25<sup>th</sup> April 2018. Should you wish to make any changes after this date please contact the school office.

If you are unable to attend please let us know by selecting the appropriate button in step 2.

Please visit <https://kingsthorpecollege.parentseveningsystem.co.uk/> or go to the college website to access the online booking system to book your appointments. Login with the following information:

Student's First Name: «Forename»

Student's Surname: «Surname»

DOB: «DOB»

If you do not have access to the internet, please contact the school office who will be happy to help you.

Yours Sincerely



Mr S Wade  
Deputy Headteacher