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15th December 2017

Dear Parent/Carer

Year 7 Parents' Twilights: Tuesday 16th January and Monday 22nd January- Online Appointment Booking

I would like to offer a Twilight Evening on Tuesday 16th January and Monday 22nd January from 3.30pm – 6.30pm. This evening is to provide an opportunity to discuss any questions you may have about your child's learning.

Appointments are 15 minutes, these should not over run, however I do ask for your patience. The evening will take place in the Key Stage 3 office at the bottom of 'G' Block and your child should attend in full school uniform.

I advise that you park in the Redgrave Centre for access to the 'G block' especially for appointments that are later in the evening.

If you wish to make an appointment please use the online booking system that is used for parents' evenings. Appointments can be made from **Monday 8th January from 5pm** and will remain open until the last booking is made. If you are unable to make an appointment and the booking system is full, please contact me directly so an alternative appointment may be made.

Please visit <https://greatmarlow.parentseveningsystem.co.uk/> to book your appointments. A short guide on how to add appointments is included with this letter. Login with the following information:

- Parent Surname
- Student's First Name
- Student's Surname
- Student's Date of Birth

If you do not have access to the internet, please contact the school office who will arrange for appointments to be made on your behalf.

Yours faithfully

Miss C King

Director of Learning: Year 7

