



HEADTEACHER: Mr K Ford

1st February 2023

Dear Parent/Carer

Year 12 Parents'/Carers' Evening: Thursday 23rd February 2023 - Online Appointment Booking

I would like to invite you to attend our Year 12 Parents' Evening on Thursday 23rd February 2023 between 4.30pm and 7.30pm. This is an important evening and provides you with your first opportunity to discuss the progress your son/daughter is making in their Year 12 studies. You will also be able to discuss their progress report.

The school has an easy-to-use 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 **Monday 6th February 2023 at 7pm** and will close on **Tuesday 21st February 2023 at 7pm**. Should you wish to make any changes after this date please contact Mrs Murray: cmurray@gms.bucks.sch.uk.

The virtual system is very simple and will connect you to your meeting automatically. Please could you make sure that you have connection to the internet, a microphone on the laptop/computer that you will be using. Alternatively, you can use your mobile phone to connect to the meeting which is the easiest method of connecting. All meetings are done through a web browser so there is no app to download or install.

Many teachers will be conducting meetings from school, but some teachers may choose to do so from home and may choose to communicate using the audio function only. Please be mindful of the environment from which you are communicating.

Please visit: <https://greatmarlow.parentseveningsystem.co.uk> to book your appointments **and then on the evening of your meeting use the same link to join your meetings.**

Login with the following information:

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

Yours faithfully

Mr O Hollyman
Head of 6th Form