



# Great Marlow School

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HEADTEACHER: Mr K Ford

Tuesday 14<sup>th</sup> March

Dear Parent/Carer

## **Year 10 Parents' Evening: Tuesday 28<sup>th</sup> March – Virtual Parents/Carers Evening & Online Appointment Booking System.**

I would like to invite you to attend our Virtual Year 10 Parents/Carers Evening on Tuesday 28<sup>th</sup> March 2023 between 4:30pm and 7.30pm. This is an important evening and provides you with an opportunity to meet, remotely, with some of your child's subject teachers.

### **The Booking System**

Please visit <https://greatmarlow.parentseveningsystem.co.uk/> to book your appointments, a short guide is on the system if you have any problems. Login with the following information:

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

Appointments can be made from **Friday 17<sup>th</sup> March at 8pm** and will close on **Friday 24<sup>th</sup> March 6pm**. Should you wish to make any changes after this date please contact the school office.

Please could you make sure that you have a connection to the internet and a microphone on the laptop/computer that you will be using. All meetings are done through a web browser so there is no app to download or install.

The virtual system is very simple and will connect you to your meeting automatically on the evening.

Please visit: <https://greatmarlow.parentseveningsystem.co.uk/> to join your meetings.

Please note that the system only allows a 5-minute appointment. Due to the automatic online system, if you miss an appointment on the evening, we cannot reschedule it. I hope that this evening runs smoothly and is a positive experience for all.

Yours faithfully

**Mrs Jen Webster**  
**Director of Learning Year 10**