





KDU/dgr

29th November 2023

Dear Parent/Carer

Year 12 and Year 13 Parents/Carers' Evening – Wednesday 6th December 2023

A key element of our Academy vision of "Living Well Together with Dignity, Faith and Hope" is our drive to improve the life chances of our students, ensuring the dignity that comes with a secure education and future. We would like to invite you to attend our Year 12 and Year 13 Parents/Carers' Evening on Wednesday 6th December 2023 from 3.30pm until 6.30pm which will take place face to face at the Academy. As we are sure you are aware, this is an extremely important event and will provide a valuable opportunity for you to talk to individual subject teachers about your son/daughter's progress and to reflect on their current intervention arrangements.

Bookings can be made directly with the school through the Edulink app – instructions are attached to this letter. We hope that you can make your bookings with ease but if you experience any difficulties or do not have your login, please contact the Academy.

Please remember that appointments will be at 5 minute intervals and each appointment should last for 5 minutes. Should you find that you require additional time to discuss your child's progress, teachers will accommodate this at another time. This is important so that we can keep to schedule and other parents/carers are not kept waiting too long.

We look forward to seeing you on 6th December and hope you find this a valuable opportunity.

Yours faithfully

Kristy Dulieů

Head of Sixth Form



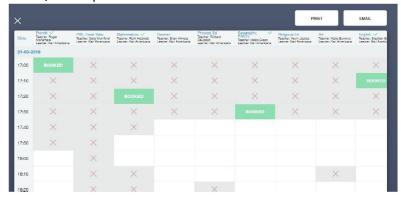


Registered Company No: 06853140

Booking Appointments Through Edulink

Bookings can be made for a parents' evening by logging in, clicking on the Parents' Evening menu icon and then clicking on the event. You will then see a table (desktop/tablet version) of all the teachers you can make bookings for along the top and slot times down the side.

Tablet/Desktop view:



Phone view:



To make a booking for a teacher just click/tap on an available slot (white) a popup will appear allowing you to enter an optional note to the teacher, when finished click the book button.



Once a booking has been made, the slot will change green and a green tick will appear next to the teacher's name. To unbook the slot click on the slot again and an option to unbook will appear. Slots which are unavailable will appear greyed out with a "X" in the middle.