

Our Ref:DSM/SWI

14th February 2019



Lord Grey Sixth Form

Dear Parents/Guardians

Re: KS5 Parents' Evening – Thursday 28th February 2019

As a school, we are committed to the principle of parent participation. We are keen to work with you to ensure that your child achieves their potential and, in particular, with KS5 students we are keen to discuss your child's progress with you at this stage.

In response to this, we would like to cordially invite you to a KS5 Parents' Evening on Thursday 28th February 2019. The event will be held between 4.30pm to 7.30pm.

We are now using Parents Evening Manager on ParentMail – so you can book your parents' evening appointments from your smartphone, tablet or computer. You will be alerted once you can book appointments and will be able to select the times that are convenient to you. If you need help, you can visit the ParentMail website. Follow the link below for step by step instructions:

www.parentmail.co.uk/help/parenthelp/

Please ensure you leave 5 minutes between each appointment, to allow movement time.

Please note, you will need to be registered on ParentMail to be able to book appointments. Once registered, we highly recommend you download the ParentMail App, so you can book appointments on your phone as soon as the appointment booking goes live. To do this, simply search for "ParentMail" in your App store.

If you are unable to book your parents' evening appointments online, please contact Student Services via e-mail student.services@lordgrey.org.uk or telephone no. 01908 626157/176.

Please sign in when you arrive. There will be an online questionnaire to enable you to give your views on the evening. Thank you for your support. We look forward to seeing you.

Yours sincerely

A handwritten signature in black ink, appearing to read 'D Smith', is written over a small, faint circular stamp.

Mr D Smith
Director of Lord Grey Sixth Form

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