



30th January 2019

Dear Parents/Guardians

Re: Year 10 Parents' Evening – Thursday 14th 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 Year 10 students we are keen to discuss your child's progress with you at this stage of their GCSE courses. In response to this we would like to cordially invite you to a 'Year 10 Parents' Evening' on Thursday 14th 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 site: www.parentmail.co.uk/help/parenthelp/

Please ensure you leave 5 minutes between each appointment, to allow movement time. To assist with your bookings, a map of the English and Humanities block is attached, with details of where each faculty will be seated.

Please note, you will need to be registered on ParentMail to be able to book appointments – if you haven't received a registration email or text, please contact the school office. 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 appointment online, please contact Student Services via e-mail student.services@lordgrey.org.uk or telephone no. 01908 626157 / 176. Or alternatively contact your child's tutor or Head of House.

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. If you have any queries, please do not hesitate to contact your child's Head of House.

Yours sincerely

Mr S Killen
Associate Assistant Vice Principal