



Aspire, Learn, Achieve  
[www.lordgrey.org.uk](http://www.lordgrey.org.uk)

Lord Grey Academy  
Rickley Lane  
Bletchley  
Milton Keynes  
MK3 6EW

Tel: 01908 626110 Fax: 01908 366139  
Email: [enquiries@lordgrey.org.uk](mailto:enquiries@lordgrey.org.uk)  
Principal: Mr J Parker  
Vice Principal: Mr N Handyside  
Vice Principal: Mr R Page  
CEO Tove Learning Trust: Dr J Clarke

Our Ref: JHA/SWI

17 January 2019

Dear Parents/Guardians

**Re: Year 8 Parents' Evening – Thursday 7 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 8 students we are keen to discuss your child's progress with you at this stage before you and your child consider Key Stage 4 GCSE subject options.

In response to this we would like to cordially invite you to a 'Year 8 Parents' Evening' on Thursday 7 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. Please ensure you leave 5 minutes between each appointment, to allow movement time. If you need help you can visit the ParentMail site, follow this link with step by step instructions:

<https://www.parentmail.co.uk/help/parenthelp/applications/parents-evening-manager/>

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 Student Services. Once registered, if you have an Android or Apple smartphone, 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](mailto: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

Mrs J Harris  
Associate Assistant Vice Principal

