

10th October 2022

Dear Parent/Carer,

Year 11 Parents' Evening

We are delighted to confirm arrangements for the Year 11 Parents' Evening taking place later this term as a face-to-face event.

Parents' Evening appointments will be held on **Thursday 3rd November** and you are asked to book a timeslot from the following options:

Slot 1 - 3:40 to 4:25pm
Slot 2 - 4:30 to 5:15pm
Slot 3 - 5:25 to 6:10pm

Each booking slot will be limited to 20 families and places will be allocated on a first come, first served basis. The booking system is now live and will close on Friday 28th October at 9am. To book your preferred slot, please access our web form here: <https://aremba.com/Altwood/ParentsEveningBookingForm.php>. You will receive a confirmation email when your booking has been made which will identify the timeslot you have selected.

When you arrive on the evening, please park in the main school car park accessed off Altwood Road. Entry to the school will be via the gate by The Hub; signage will direct you. Please register at the welcome desk in The Hub whereupon you will be given further details about the evening. Tea and coffee will be available should you wish to arrive slightly ahead of your booked slot.

At the appropriate time, you will be invited into the school hall where you will be allocated a desk which you are asked to sit at throughout the time you are present. Your child's teachers will come to you, spend up to 5 minutes with you and give specific advice regarding your child's attainment, progress, and engagement for learning in their subject.

Thank you in anticipation and we look forward to welcoming you into the school on Thursday 3rd November during your booked timeslot.

Yours sincerely,



Mr A Lawson
Assistant Headteacher