



19 November 2019

Dear Parent/Carer

Year 12 Parents' Evening Tuesday 3 December 2019

You are invited to meet the Sixth Form Teaching Staff and discuss your son/daughter's progress. We use an online parents' evening booking system (**PEBS**) from which you can make appointments with subject staff. Please arrive **promptly** for your appointment time and try not to go over the allotted time as this would have a negative impact on **all** appointments after yours. Should you require extra time, the teacher you are seeing will make arrangements to call or meet you at a later date. Appointments with teachers will commence at 3.30 pm and end at approximately 6.30 pm. Should you have no access to a computer or the internet, your son/daughter can make appointments with his/her subject teachers using a computer in school.

To use the parents' evening booking system please see the guidance below:

- Click on the Parents Evenings & Reports tab on the school homepage (News and Events)
- Click the **PEBS** link at the top of the page (highlighted in blue)
- Enter your name, email address (helpful for receiving appointments and updates), your child's name and date of birth (dd/mm/yyyy) and their register class exactly as follows:
**Year 12 6BIS; Year 12 6DDC; Year 12 6EUE; Year 12 6LAR; Year 12 6MGM;
Year 12 6OMA; Year 12 6SPI**
- Click to log in and select the applicable parents' evening link.
- An 'Automated Booking' wizard will allow you to enter your availability and choose which teachers you want to see before creating the most efficient schedule. You can use the tabs at the top of the page to book for all your children at once too. This will make the booking process even quicker for parents with multiple children, lots of teachers to book or those who are late to book.
- Click the 'Print my Appointments' tab or the 'Email my Appointments' tab.
- Leave feedback via the 'Leave Feedback' tab if you wish.
- Click 'Logout'.

Parking facilities are available after 3.20 pm. If you decide to park on Station New Road, please keep clear of private drives to avoid inconveniencing the local residents. Please note that parking is not available directly outside the school building except for disabled badge holders.

This is an important time for students in the Sixth Form and I hope you and your son/daughter will be able to attend the evening.

Yours faithfully

Mrs Charlotte Burton
Head of Sixth Form