

4 December 2023

Dear parents and carers

On **Wednesday 13** and **Thursday 14 December**, you will have an opportunity to meet **in school face-to-face** with your young person's subject teachers to discuss the progress they are making in each subject. To enable as many of you to come as possible, the sessions available are **13:00 to 17:00 on Wednesday** and **16:00 to 19:00 on Thursday**.

**To make your appointments with teachers we are using our online appointment booking system**, where you can choose your own appointment times. **The booking system will open on Wednesday 6 December at 3:00pm** and you will receive further instructions about how to make appointments.

Best wishes

**Mr B Stafford**

Senior Leader - Emerging Technologies

