



Dear Lower Sixth Form Parents/Guardians,

Parents' Evening, Monday 2 March

As indicated in the school calendar, I write to advise you that there is an opportunity for you to meet with your son's teachers at the forthcoming Upper Sixth Form Parents' Evening on Monday 2 March at 6.30pm in the Great Hall. This meeting is for parents/guardians and boys. Boys should attend in school uniform. The occasion will give you an opportunity to discuss your son's academic progress to date.

Appointments with your son's teachers need to be made via the online appointment booking system. This allows parents (not boys) to choose their own appointment times with teachers. You will receive an email confirming your appointments.

Appointments can be made **from 9.00am on Saturday 15 February until 11.00pm on Sunday 1 March** (the evening before the Parents' Evening). Should you wish to make any changes after this time, please contact Gina Elsby via the Bell Room.

A short guide on how to add appointments is available via the [school portal](#). To book your appointments, click [here](#) and log in with the following information:

- Son's first name
- Son's surname
- Son's date of birth

In some instances where your son is taught by more than one teacher in a single subject, there is only the opportunity to book an appointment with one of those teachers, although all his subject teachers will be present as a group at that one appointment.

If you have any questions or problems with the system please contact Gina Elsby via the Bell Room or [by email](#).

Given the nature of the evening, all appointments will have to be of modest length (no longer than five minutes). If you require a longer discussion then please make an arrangement to meet with your son's subject teacher on another occasion. Alternatively, please feel free to speak to me and I can help organise a further meeting.

Finally, the Head Master will be speaking briefly to all parents at 7.00pm in the Great Hall.

If you are not able to make the Parents' Evening, please also be aware that you will additionally receive a Grade Card report on your son's progress at the end of this term.

With kind regards,

Mrs Anna Smith

Academic Year Head: Sixth Form
English Department