



Our Ref: ZLB/ker

15th November 2017

Dear Parents/Carers

Year 12/13 Parents Evening – Thursday 7th December 2017
Online Appointment Booking

I would like to invite you to attend our Year 12/13 Parents' Consultation Evening on Thursday 7th December 2017. This is an important evening and provides you with an opportunity to meet with your son or daughter's subject teachers to discuss progress.

The academy uses an intuitive and easy to use, online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments can be made **from receipt of this letter** and will close on **Thursday 7th December 2017 at noon**. If you do not have access to the internet, or have any queries regarding the online booking system, please contact Mrs Kate Raine, Team Leader Admin Support, who will be happy to book appointments on your behalf or help with any queries.

Please visit <https://hazeley.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter). You will be required to login with the following information:

Parental Details, i.e. **Mr/Mrs, Forename, Surname**

Student's **Preferred First Name**

Student's **Preferred Surname**

Student's **Date of Birth**

On the evening there will also be a Competitive University Entry Presentation, for those students who are thinking about Oxbridge, Dentistry, Medicine or Veterinary Science. It will also include some information about Russell Group Universities. The presentation will take place in the sixth form hub at 5:30pm and again at 6:30pm.

Yours sincerely

Mrs L Baldwin
Assistant Principal – Care, Support and Guidance