



8th January 2019

Dear Parent/Carer

**Re: Year 11 Parents' Evening - Wednesday 30th January 2019
Online Appointment Booking**

I would like to invite you to attend our Parents' Evening on Wednesday 30th January 2019. This is an important evening as it gives you the opportunity to consult with individual subject staff about how your daughter is progressing with her GCSE coursework, assessments and February mock examinations. It will also be an opportunity to discuss the syllabi, coursework specifications and assessment dates so that you can assist your daughter with revision.

We will be operating the online appointment system in which you will be able to make appointments online from *Wednesday 16th January*. As the Year 11 evening is a very busy one, appointments will be allocated at five minute intervals and parents are requested to keep to their time to prevent a backlog building up.

In order to make appointments, log onto <https://sydenhamschool.parentseveningsystem.co.uk> or follow the available link on the School's website. Please note that the booking system will close the day before parents' evening, so please make sure you make your appointment in plenty of time. If you do not have access to the internet contact our Administration Department by telephone on 0208 699 6731.

Lastly, I welcome you to contact myself, Ms Gostling Deputy Head Teacher, tutors or class teachers with any concerns you may have at any time, please do not feel you need to wait for Parents' Evening to do this.

I look forward to seeing you all on Wednesday 30th January.

Yours sincerely,

S Bailey
YLC 11