



13 September 2016

Dear Parent/Carer of «Forename» «Surname» «Reg»

Year 11 Parents' Evening – Wednesday 21st September 2016- Online Appointment Booking

I would like to invite you to attend our Parents' Evening on Wednesday 21st September 2016. 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 and assessments. 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 today. 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.parenteveningsystem.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, please contact Paulette Wilks-Hamid either by telephone on 0208 699 6731 or p.wilks-hamid@sydenham.lewisham.sch.uk.

During the evening we will be selling subject specific revision guides ranging in price from £3 to £6. These will be sold by the entrance of the Main School Hall.

Lastly, I welcome you to contact myself, Ms White the Head of Key Stage 4, 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 21st September.

Yours sincerely,

S Bailey

YLC 11