

Website: www.sydenham.lewisham.sch.uk E-mail: info@sydenham.lewisham.sch.uk

19 January 2017

Dear Parent/Carer

Year 7 Parents' Evening - Wednesday 8th February 2017 - Online Appointment Booking

I would like to invite you to attend our Parents' Evening on Wednesday 8th February 2017. This is an important evening as it gives you the opportunity to consult with individual subject staff about how your daughter is progressing and how she can build upon her current success.

Year 7 is a crucial time for your daughter and we would expect to see a parent or carer for every student.

For this Parents' evening, we have made some changes to the way our online appointment system operates, which is open for you to make appointments from Saturday 21 January. Due to time constraints, it is not possible for every parent to meet with a teacher for every subject their daughter studies, and in the past this has led to some parents being unable to book appointments. Instead, we now ask you to select up to a maximum of eight teachers to speak with on the evening, and this will ensure a more equal spread of appointments. Note that the online booking system will not allow you to book any more than 8 appointments in total. Each appointment lasts for five minutes and parents are requested to keep to their time to prevent a backlog building up.

If a teacher you desperately wanted to speak to on the evening is unavailable for any reason, you can contact them by telephone or email at the school. Indeed, you are welcome to contact tutors, class teachers or myself with any concerns you may have at any time, so please do not feel you need to wait for Parents' Evening to do this.

In order to make appointments, log onto https://sydenhamschool.parentseveningsystem.co.uk or follow the available link on the School's website. On the reverse of this letter are some simple instructions about how to log in. Please note that the booking system will close the day before Parents' evening, so please make sure you make your appointments in plenty of time. If you do not have access to the Internet, please contact Paulette Wilks-Hamid by telephone on 0208 699 6731.

If you need to see me in my capacity as your daughter's Year Learning Co-ordinator, you will need to book an appointment for an alternative date as I will be meeting with parents of the students I teach in Year 7 on this evening. You can e-mail me or your daughter's tutor to make an appointment. Alternatively, you can book an appointment with Ms Emmanuel Head of Key Stage 3.

I look forward to seeing you all on Wednesday 8th February 2017.

Yours sincerely

Ms Smart

Year 7 Learning Coordinator















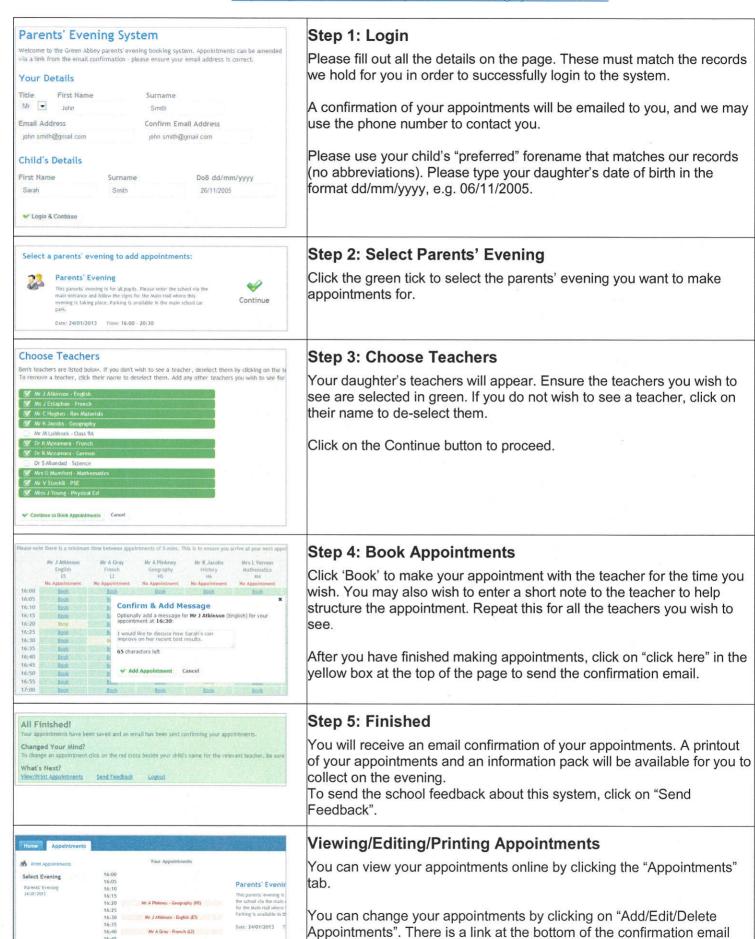






Parents' Guide for Booking Appointments

Browse to https://sydenhamschool.parentseveningsystem.co.uk/



/Add/Edit/Delet

which logs you back into the system. You can add and edit bookings

until the end of the day on the day before the Parents Evening, after

which no further bookings are possible.