



# St. Edward's Church of England Academy

Westwood Road, Leek, ST13 8DN  
Telephone: 01538 714740  
Principal: Mr. T. Hutchinson  
<http://stedwards.academy>

September 2017

Dear Parent/Guardian/Person with Parental Responsibility

## YEAR 5 PASTORAL 'SETTLING IN' EVENING - Online Appointment Booking

I would like to invite you and your Year 5 child to attend our pastoral 'Settling In' Evening on Monday, 9<sup>th</sup> October 2017 in the Hall from 4.00pm to 6.00pm. This is an important evening and provides you with an opportunity to speak to your child's House Tutor about everyday practical issues and House Leaders about any significant issues regarding transition. Each appointment slot will be **four** minutes in duration and a bell will ring to signify the end of the four minutes.

The school has an intuitive and easy to use online appointment booking system. This allows you to choose your own appointment time and you will receive an email confirming your appointment (**which you will need to bring with you on the evening**).

Appointments can be made from 8.00am on Wednesday, 20<sup>th</sup> September 2017 and will close on Monday, 2<sup>nd</sup> October 2017 at 11.55pm. You may choose to see your child's House Tutor and House Leader. Please note that you can add comments to help teachers discuss any specific pastoral issues your child may have with regard to settling in.

Please visit <http://tinyurl.com/st-edwardsPES> to book your appointments (a short guide on how to add appointments is on the back of this letter). Login with the following information:

Pupil's First Name  
Pupil's Surname  
Pupil's Date of Birth

If you have any problems logging on or do not have access to the internet, please contact the school office who will be happy to help or if necessary make an appointment on your behalf.

Members of the AEN team will be available on the evening for drop-in sessions - please visit them to arrange a mutually convenient time – no appointment necessary.

Yours faithfully

Mrs D. Haydon  
Assistant Principal

