



St. Edward's Church of England Academy

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

November 2017

Dear Parent/Guardian/Person with Parental Responsibility

YEAR 8 PARENTS' EVENING - Online Appointment Booking

I would like to invite you and your Year 8 child to attend our Parents' Evening on Tuesday, 5th December 2017 from 4.30pm to 7.30pm. This is an important evening and provides you with an opportunity to speak to your child's **subject teachers** about their progress.

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

Appointments can be made from 8.00am on Monday, 13th November 2017 and will close on Monday, 27th November 2017 at 11.55pm. You may choose to see up to six members of staff but please only make one appointment per teacher. *Please check with your child which member of staff is currently teaching them (this applies particularly to PE and Creative Studies) and then select that teacher* (if you cannot see them on your list of teachers you can click on "Add a new teacher" at the bottom of the "Choose Teachers" screen).

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.

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 do not have access to the internet, please contact the school office who will be happy to help you make appointments.

Yours faithfully

Mrs D. Haydon
Assistant Principal

