

Headteacher/Pennaeth
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Year 11 Parents' Evening

Dear Parent/Carer,

You are invited to attend Parents' Evening on Monday 31st January, 2022. This will take place in a virtual format through our parents-booking website.

We hope that you will be able to attend as this is the opportunity to meet your son/daughter's teachers, who will be able to provide feedback on how he/she is progressing.

Choose Your Own Parents' Evening Appointment Times

We operate an online booking system for all Parents' Evenings so it is vital that you have provided us with your current email address (if not, please contact the school as soon as possible).

To make your appointment go to www.parents-booking.co.uk/penyrheol

Please note: You need to type this address into your website browser's 'address bar'. Do not try to 'Google' this website address, or use a 'search engine', as that will not work. This is a common mistake on phones and tablets especially.

Login to see which appointments are available and select one that is convenient for you.

You will need:

Your child's legal first name and legal surname.

Your child's date of birth.

Your child's registration class.

The system is live **TODAY** and will be open to take your bookings until **Sunday 30th January 2022 at 18:00h**. No more bookings will be accepted after this time.



Troubleshooting Tips - Please Read Before Booking!

- To login you need to enter the details we have on record for you and your child. If you have recently changed your title or surname, for example, and not informed us, we will be expecting you to login with the details we have on record.
- Your child's date of birth has to be entered in exactly the right format e.g. using four digits for the year of birth e.g. 05/09/2007.
- The email address you enter is only used to receive a confirmation of your appointment. If the system gives you an error when your login, it will not be the email address that is the problem.

If you are unable to book at home, please contact the School and ask to speak to either Ms Ensell-Lewis or Mrs Morris.

We look forward to seeing you on the 31st January. Please contact the Year 11 office if you are **unable** to attend.

Yours,

A handwritten signature in black ink, appearing to read 'S. Goulden', with a horizontal line underneath the name.

Mrs S. Goulden

Deputy Headteacher