



24th January 2024

Dear Parent/Carer,

**Re: Year 12 Parents' Evening – Thursday 25th January 2024 4.30pm – 7.00pm via Microsoft Teams**

Year 12 parents are invited to discuss their child's progress on Thursday 25th January 2024 via Microsoft Teams.

The evening will run from 4:30pm to 7:00pm. Please log in at the times that you have booked via Arbor. If you have not already booked, could you please do so as soon as possible. The appointment will last for 5 minutes and will allow you to discuss the progress your child has made since September.

Parents will need to download the Microsoft Teams app if using a tablet or mobile phone in advance of the meeting and should change the ID of your device so that it shows your child's name for the evening rather than 'Samsung or iPhone'. This will ensure that teachers link with the correct parent in the waiting room. Please see attached on how to join meeting.

May I take this opportunity to thank you in advance for your support and co-operation in helping us to maintain communication at this important time in your child's education.

Yours sincerely

Arthur Barzey  
Headteacher