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11<sup>th</sup> February 2020

Dear Parents and Carers,

### Year 8 Parents' Evening

I am writing to invite you to the Academy to discuss your child's progress with his / her subject teachers at the **Year 8 Parents' Evening (3:30 – 7:30pm) on Thursday 27<sup>th</sup> February 2020**. Please enter the West Building foyer whereupon you will be asked to register your attendance with our 6<sup>th</sup> form prefects.

Bookings for the Consultation Evening are to be made via EduLink One. If you are unable to log in to EduLink, please email our Business Support Administrator ([jennygalligan@queensburyacademy.com](mailto:jennygalligan@queensburyacademy.com)), who will be able to assist you to login (the system shows when teachers are available). If your child is taught in a subject by more than one member of staff, please only book with one teacher. If you are unable to see all of your child's teachers in the evening, teachers will provide an email update or phone call if requested.

The system will be open for parents to book time slots on 13<sup>th</sup> February at 10am and will close on 27<sup>th</sup> February at 10am. If you are unable to make a booking, or you need to make any amendments after the booking system has closed, please contact [jennygalligan@queensburyacademy.com](mailto:jennygalligan@queensburyacademy.com) and we will endeavour to make and alter appointments for you.

Appointments will be of 5 minutes' duration, however, Mrs Butchart, as Head of Year 8, will be available on the booking system if you wish to make an appointment to see her. Her appointments will be for 10 minutes each. Mr Cowgill (English), Mrs Richards (History) and Miss Trussler (PE) will be unavailable for this evening. If your child is taught by these staff members you may request an email update on the evening.

On 5<sup>th</sup> March 2020 we shall hold our year 8 options evening which will include information about the year 9 curriculum and the options available. Further information about this evening and the options process will follow shortly.

Should you have any queries, please do not hesitate to contact me otherwise, I look forward to seeing you on the evening.

Yours sincerely,

Mr John Tate  
Vice Principal