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19th December 2019

Dear Parents and Carers,

Year 9 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 9 Parents' Evening (3:30 – 7:30pm)** on **Thursday 16th January 2020**. Please enter the West Building foyer whereupon you will be asked to register your attendance with our 6th 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), 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 3rd January at 1pm and will close on 16th January 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 and we will endeavour to make and alter appointments for you.

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