



St. Edward's Church of England Academy

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

February 2019

Dear Parent/Guardian/Person with Parental Responsibility

YEAR 7 PARENTS' EVENING - Online Appointment Booking

I would like to invite you and your Year 7 child to attend our Parents' Evening on Thursday, 14th March 2019 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 use 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**). If you use the Automatic booking mode and find you cannot see all the teachers you requested then please cancel those appointments and use the Manual mode instead (see Step 4a in the guide attached).

Appointments can be made from 8.00am on Friday, 15th February 2019 and will close on Friday, 8th March 2019 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 Teacher" at the bottom of the booking screen).

House Leaders and Members of the Additional Support (SEN) department will be available for drop-in sessions - please visit them on the evening to arrange a mutually convenient time.

Please visit <http://tinyurl.com/st-edwardsPES> to book your appointments (a short guide on how to add appointments is attached). 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

