



# St. Edward's Church of England Academy

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

October 2019

Dear Parent/Guardian/Person with Parental Responsibility

## YEAR 5 MATHS & ENGLISH ACADEMIC EVENING - Online Appointment Booking

I would like to invite you and your Year 5 child to attend our Maths and English Academic Evening on Monday, 18<sup>th</sup> November 2019 in the GYM from 4.00pm to 6.00pm. This is an important evening and provides you with an opportunity to speak to your child's Maths and English teachers about how your child is progressing. Each appointment slot will be **four** minutes in duration and a bell will ring to signify the end of the four minutes.

If your child's Maths teacher was Mr Cooper you can make an appointment to see me (Mrs Haydon) instead when I will be happy to discuss how your child has settled in Maths lessons.

The school has an intuitive and easy to use online appointment booking system. This allows you to choose your own appointment time and you will receive an email confirming your appointment (**which you will need to bring with you on the evening**).

Appointments can be made from 8.00am on Friday, 25<sup>th</sup> October 2019 and will close on Tuesday, 12<sup>th</sup> November 2019 at 11.55pm. You may choose to see your child's Maths and English teacher.

Please visit <http://tinyurl.com/st-edwardsPES> to book your appointments (a short guide on how to add appointments is on the back of this letter). Login with the following information:

Pupil's First Name  
Pupil's Surname  
Pupil's Date of Birth

If you have any problems logging on or do not have access to the internet, please contact the school office who will be happy to help.

Yours faithfully

Mrs D. Haydon  
Assistant Principal