

14 January 2020

Our Ref: 2019/241

Dear Parent/carer

### **Year 9 Parents' Evening Thursday 6 February 2020 - Online Appointment Booking**

The College would like to invite you to attend a Year 9 parents' evening. The evening will allow you and your child the opportunity to meet their Learning Tutors to discuss their progress. The evening will take place on **Thursday 6 February** between **4.00pm** and **6.00pm**.

We have introduced a new intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with Learning Tutors and you will receive an email confirming your appointments. We are confident this will be an improvement to the previous system and welcome any feedback.

Appointments can be made from Monday 20 January 2020 at 4pm and will close on Friday 31 January 2020 at 4pm. Should you wish to make any changes after this date please contact the Personal Tutor for assistance.

Please visit <https://landaufortecollege.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter.) Please use the following information to Log in.

Student's First Name: Forename

Student's Surname: Surname

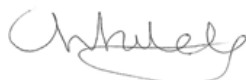
Child's date of birth

If you do not have access to the internet, please contact the Personal Tutor who will be happy to add appointments on your behalf.

During the evening there will be opportunities for you to speak to senior staff and to complete a parent/carer evaluation about the College. There will also be an allocated area for you to visit to gain advice on Individual Needs. All of this information will be communicated to the students and I would ask for your support in attending the evening.

If you require any further information, please do not hesitate to contact me at the College.

Yours sincerely



Mr C Whiteley  
Head of Year 9