

26 February 2020

Our Ref: 2019/ES

Dear Parent/Carer

**Year 13 Parents' Evening Wednesday 4 March 2020 - Online Appointment Booking**

The College would like to invite you to attend a Year 13 parents' evening that will allow you and your child the opportunity to meet their Learning Tutors to discuss their progress. The evening will take place on **Wednesday 4 March** 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 17 February 2020 at 4pm and will close on Friday 28 February 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. This is a crucial point in your child's education and we look forward to the opportunity to discuss the specific support needed to help them attain their potential.

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

Yours sincerely



Dr A Delbridge

Assistant Principal – Head of Sixth Form