



11 September 2015

Dear Parent/Carer

On 17 September between 5.30pm and 7.00pm, the parents/carers of Year 12 and 13 students are invited to the Sixth Form Parent/Teacher consultation evening.

Consultation evenings provide an important opportunity for parents/carers to discuss their son/daughter's targets and progress with the relevant subject teachers, and we hope that you will be able to attend. The consultations will take place in the Plaza area of the Academy and we would ask all parents/carers to sign in at main reception upon arrival.

In order to improve the teacher appointment process, we have introduced a new, easy to use online appointment booking system. This will allow you to choose your own appointment times with teachers, following which you will receive an email confirming the appointments made.

To book your appointments using the Online Appointment Booking, please visit [srwa.parenteveningsystem.co.uk](http://srwa.parenteveningsystem.co.uk) and login with the following information:

- Student's First Name
- Student's Surname
- Date of Birth

A short guide on how to do this is included with this letter.

Appointments can be made from today up to and including 16 September. Should you wish to make any changes or add appointments after this date, please contact the Academy's Administration Office.

Unfortunately, we are only able to offer short meetings on this occasion, so if you feel there are matters that need to be discussed in more detail, you are entitled to request a longer meeting with your son/daughter's subject teacher or with their tutor on an alternative date.

If you do not have access to the internet, your son/daughter can arrange appointments via their subject teachers, or alternatively we have a computer console in our main reception where you can login and make your appointments.

We are confident that this new system will be an improvement to the previous system, however, if you have any queries or concerns, please do not hesitate to contact us via the following email address: [enquiries@srwa.woodard.co.uk](mailto:enquiries@srwa.woodard.co.uk). We would also welcome any feedback.

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To all our Sixth Form Scientists and their parents, our new Director of Science, Mr Barnaby Grimble, will be holding some special targeted sessions throughout the evening. If you would like an appointment to attend one of these sessions, please email Mr Grimble at [bgrimble@srwa.woodard.co.uk](mailto:bgrimble@srwa.woodard.co.uk)

Should you have any questions or require any further information about the consultation evening, please do not hesitate to contact me.

Yours faithfully

A handwritten signature in black ink, appearing to read 'C Langan', with a long, sweeping horizontal flourish extending to the right.

**Mr C Langan**  
**Head of Sixth Form**

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