

4 January 2018



Dear Parent/Carer

On 17 January between 4.30pm and 7.30pm, 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 Maths Courtyard area of the Academy and we would ask all parents/carers to sign in at main reception upon arrival.

To book your appointments using the Online Appointment Booking, please visit [srwa.parenteveningsystem.co.uk](http://srwa.parenteveningsystem.co.uk) and login or follow the link on the SRWA website.

This year, we have updated our student database system which means the way you log in to our parents' evening system has changed slightly. You will need to use your **child's full name and also their tutor group** (such as N6, for example) to gain access. Once you have logged in, you will be guided through the booking process. All your child's classes will be available for booking, but you will see the class code instead of the subject name. In most instances, the class codes are fairly obvious. If you have any questions regarding these, please let us know (or ask your child as it will also appear on their timetable).

Appointments can be made from today up to and including 17 January. Should you have any difficulty with the booking system, please contact the Academy's Administration Office.

Each appointment has been allotted 10 minutes, however 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 mentor 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.

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

Yours faithfully

**Mr M Monahan**  
**Assistant Principal**  
**W6**



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