

17 January 2019



Dear Parent/Carer

## YEAR 7 PARENTS' EVENING, 31 JANUARY - ONLINE APPOINTMENT BOOKING

On 31 January, Year 7 parents are invited into the Academy to meet with their son/daughter's subject teachers to talk about their progress and how best to support them in their studies. The evening will run from 4.30pm until 7.30pm and we would ask you to sign in at the Main Reception.

You will need to use your **child's full name and also their tutor group** (such as N8, 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.

To book your appointments using the Online Appointment Booking, please visit [srwa.parentseveningsystem.co.uk](http://srwa.parentseveningsystem.co.uk) and login or follow the link on the SRWA website. Appointments can be made from today up to and including 31 January. Should you have any difficulty with the booking system, please contact the Academy's Administration Office. Please see attached Parents' Guide.

Some staff will book up very quickly as they have multiple year 7 classes. If a teacher is fully booked and you wish to find out how your child is progressing in that class, let us know and we can put you in contact with the member of staff.

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 log in and make your appointments.

We should be most grateful if on the evening you could respect our neighbours by using one of our three car parks (visitor car park at the North, sports hall/staff car park at the south, and the overflow car park at the bottom of the road by the mini roundabout).

Should you have any questions about the consultation evening, please do not hesitate to contact either your son/daughter's tutor or chapter leader.

Yours faithfully

**Kieran Scanlon**  
**Principal**

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