



29 January 2018

Ref: MGR/AWD

Dear Family

Year 9 Parents' Evening
Tuesday, 27 February 2018, 3.45pm until 6.15pm

I would like to invite you to the Year 9 Parents' Evening which will take place on **Tuesday, 27 February 2018**. The evening will provide you and your child with the opportunity to meet with their subject teachers and discuss their current progress and latest assessment information.

The evening takes place in the Sports Hall and is by appointment only. Appointments are made via our on-line booking system and the instructions for booking are shown overleaf. Booking will open on Tuesday, 6 February 2018 and closes at noon on Monday, 26 February 2018. If you do not want to book on-line your child may book directly with their teachers and write the appointments in their planner.

I sincerely hope that you are able to attend this very important evening and we very much look forward to meeting with you and your child.

Thank you for your continued support.

Yours sincerely

Mr M S Kelay
Principal

A charitable Company Limited by Guarantee registered in England and Wales Company No. 6336693

SHIRELAND
COLLEGIATE ACADEMY TRUST

Registered Office:
Waterloo Road
Smethwick
B66 4ND



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Instructions to book appointments for Year 9 Parents' Evening

Open midnight on **Tuesday, 6 February 2018** and closes at noon on **Monday, 26 February 2018**.

Firstly discuss with your child which subjects and teachers you want to see.

To use the system please go to:

<https://parents-booking.co.uk/tca>

There you will be greeted by a login page which will ask for your title and surname (as it appears on our college records) and your child's name and date of birth.

Then select 'make your bookings here'.

Select the subject and then the teacher you want to see, click on the time you wish to meet, this will then open a box where you can, if you wish, enter specific questions for the teacher. Finally, click on 'make a booking'.

Your booking will then appear on the timetable below. You can change or cancel your booking later by clicking on the green shading.

Please note that teachers may make appointments too, so it is important that you check the system just prior to the Parents' Evening.

If you do not wish to use the on-line booking system your child can make appointments in class with their teachers and record them in their planner.

If you have any problems accessing the on-line booking system please email your queries to info@thorns-s.dudley.sch.uk.

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