

Executive Headteacher: Miss M Davies, MA (Cantab), MA (International Business), DESS, NPQH, PQSI
Head of School (Acting): Mr A Johnson, BA, MSc

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30 January 2017

Dear Parent/Guardian

Year 8P2, 8T1 and 8T2 Progress Meeting – Thursday 9 March 2017

I would like to invite you to the Year 8 Progress Meeting on Thursday 9 March 2017 between 3.45pm and 6.50pm. The purpose of this meeting is for you to discuss your son's/daughter's current progress with his/her subject teachers. Your son/daughter should also attend the meeting.

We are using an electronic booking system for parents to make appointments. Please visit <https://maidenerleghinreading.parentseveningsystem.co.uk/> to book appointments. (A short guide on how to make appointments can be found on our website here: <http://maidenerleghschoolreading.co.uk/letters-to-parents-3/2016-2017-whole-school/> using the link entitled *Guide for booking Parents' Evening appointments*) Login with the following information.

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

The appointment system will be open from **11.00am on Monday 20 February** and will close on **Wednesday 8 March at 11.00am**. For any changes after this date please contact the school office.

Mrs R Clarke, SENCO, will be available by prior appointment. If you wish to meet with her, please contact the school office who will be happy to make the appointment on your behalf.

There will be students to greet you when you arrive. In order to help the meeting run as smoothly as possible, please would you register your arrival and departure with these students.

Mr A Johnson, Head of School, (Acting) and I will also be available during the evening on a drop-in basis when not taking subject appointments. Please bear in mind that this will not be a confidential environment.

We look forward to seeing you there.

Yours sincerely



Mrs K James
Head of Year 7 and Year 8