

# chaseterracetechnologycollege

Oct 2018

Dear Parent/Carer,

## **Year 7 Parents Evening (Form Tutors only) – Monday 12<sup>th</sup> Nov 4-6.30pm**

I have the pleasure in inviting you into school to meet with your son/daughter's Form Tutor on Monday 12<sup>th</sup> November. The evening will run between 4pm and 6.30pm. This will be an excellent opportunity for you to discuss with your son/daughter's Form Tutor how they have settled into life here at Chase Terrace Technology College and give you a chance to ask any questions you might have. There is a second Parents Evening later in the year (11<sup>th</sup> March 2019) where you will have the opportunity to speak to subject teachers.

Please be aware that appointments are only 5 minutes long with the form tutors. However, the Head of Year and Learning Support will also be available for you on the evening if required. (**Note** – E7 has more than 1 form tutor – although you will make your appointment with Miss Cantwell you may see Mr Tennant on the evening too.)

The school uses an online appointment booking system for parent's evenings. This system allows you to book your own appointments with your child's form tutor at a time that suits you. You will receive an email confirming your appointment.

The booking system will be made available to parents/carers from 8am Tuesday 6th November and will close on Friday 9<sup>th</sup> Nov at 3pm. Our new system accepts bookings on a first come first served basis.

Please visit <https://chaseterracetechnologycollege.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to use this system is on the back of this letter).

If you do not have access to the internet or there is an issue logging in then please contact the Year Office who will be happy to address this or add appointments on your behalf. Issues logging in usually occurs when the information we have on our system doesn't match what you are typing in however our information is easily updated by a phone call to the Year Office.

It is helpful for students to accompany their parent/carers to Parents Evening, we request that students **wear school uniform**.

We look forward to seeing you.

Yours faithfully,

Mr Ferguson  
Head of Year 7