

17<sup>th</sup> December 2018

Dear Parent/Carer,

**Year 11 Parents' Evening – Wednesday 16<sup>th</sup> January - Online Appointment Booking.**

I would like to invite you to attend our Parents' Evening on Wednesday 16<sup>th</sup> January from 4pm – 6.30pm.

Appointments can be made from Wednesday 2<sup>nd</sup> January (during the Christmas holiday), and the system will close on Tuesday 15<sup>th</sup> January at 8:00pm. Please remember this login and information can be used for future Parents' Evenings.

Please visit the 'Parent Portal' section of our website to access the Parents' Evening Booking System or access it directly via the following link: <https://theebbsfleetacademy.parentseveningsystem.co.uk> to book your appointments. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. Log in with the following information:

*Student's First Name*

*Student's Surname*

*Date of Birth (DD/MM/YYYY)*

**Please ensure that you make an appointment with your child's tutor who will give you their report and discuss their overall progress. Please also then make appointments to see as many of your child's teachers as you would like.**

If you do not have access to the internet, please contact your child's tutor to make the appointments on your behalf.

We hope you will be able to attend on Wednesday 16<sup>th</sup> January and look forward to seeing you soon.

Yours faithfully,



**Ms A Colwell**  
Principal

Principal: Alison Colwell, BA (Hons), PGCE, NPQH

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