

19<sup>th</sup> November 2018

Dear Parent/Carer,

**Year 9 Parents' Evening – Wednesday 5<sup>th</sup> December - Online Appointment Booking.**

I would like to invite you to attend our Parents' Evening on Wednesday 5<sup>th</sup> December from 4pm – 6.30pm.

Appointments can be made from Wednesday 21<sup>st</sup> November, and the system will close on Tuesday 4<sup>th</sup> December 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 5<sup>th</sup> December and look forward to seeing you soon.

Yours sincerely,



**Ms A Colwell**  
Principal

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

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