

19 November 2018

Dear Parent / Carer

**Year 11 Parents' Evening, Thursday 13 December, 4pm – 7pm**

I should like to invite you to your final Parents' Evening at Ridgeway High School. It takes place on Thursday 13 December between 4pm and 7pm.

Parents' Evening is a very important occasion and the Year 11 Parents' Evening particularly so. As the countdown to public examinations really begins, it is an invaluable opportunity for you to discuss your child's progress with his/her teachers. We ask that your child accompany you in full school uniform because we want to involve him/her in the discussion.

The school has an easy to use online appointment booking system. This allows you to choose your own appointment time with staff and you will receive an email confirming your appointment. We are confident this will reduce waiting times and we welcome any feedback.

An appointment can be made until **Thursday 13 December at 3.00pm.**

Please visit <https://ridgewayhighschool.parentseveningsystem.co.uk> to book your appointment or follow the link on our website.

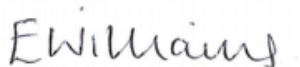
If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

If you would like to book an appointment with me or Mr Fields, as year 11 leads, we have set the system up to allow appointments until 8pm to ensure that you get an appointment slot.

Please return the attached reply slip confirming that you are attending Parents' Evening. If you are unable to attend, I should be grateful if you would indicate on the reply slip an alternative time/date when you will be available to meet with me to discuss your child's progress.

I look forward to seeing you on Thursday 13 December.

Yours faithfully



**Ms E Williams**  
**Deputy Headteacher**



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**REPLY SLIP**

Name of Student: \_\_\_\_\_ Form: \_\_\_\_\_

I/We will be attending the above event.

I am/We will be unable to attend the above event.

I/We will be available at the following alternative time/date:

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Signature of Parent/Carer: \_\_\_\_\_

Date: \_\_\_\_\_