



13<sup>th</sup> November 2024

**Year 7 Parent-Teacher Evening – In-Person**

Dear Parent/Carer,

You are invited to make appointments for your child's Year 7 parent-teacher meetings. These meetings will be booked online, and then **held in-person at the school**.

The parent-teacher meetings are on **Thursday 21<sup>st</sup> November 2024 for all Year 7 students from 4pm until 7.30pm**. Please note that students are also expected to attend.

To make your appointments please login at: <https://parents-booking.co.uk/warlingham>

**To login you will need to enter:**

- Your first name and surname
- Your child's first name, surname and date of birth

The login details you enter must match those we have on record for you.

Appointments will be available to book from **8.00pm TODAY, Wednesday 13<sup>th</sup> November 2024** until **11.00pm Wednesday 20<sup>th</sup> November 2024**.

Please note that there is only one appointment available per class and student. It is not possible for parents/carers to book consecutive appointments to allow time for parents to move from one class to another. Appointments will be available for parents/carers of students who receive SEN support to see Mrs Hunt if required. There will be an opportunity to drop-in and talk to a member of the pastoral team for Year 7 should you wish to discuss anything not covered by the teaching staff in your appointments.

The classrooms allocated for Parents Evening will be in B and A Block. On arrival to the school, ***please sign in at the B Block entrance*** and collect a map to help you find your allotted appointments.

I would like to raise with you that several staff and students suffer from Asthma and are highly sensitive to strong fragrances, on occasion resulting in hospitalisation. Therefore, please can I request that ***we all avoid wearing strong fragrances during parents evening in support of the welfare of others***.

Some of the teacher appointments will be in A Block where the classrooms are located on the first floor. Please note that for people who require ***access arrangements there is a lift located at the back of Main Reception*** which leads to the A Block corridor. ***Restrooms will be located near Main Reception***.

Please note that we are expecting a large number of people during parents evening, and alongside other sporting activities taking place around the site after school, this will mean that there is likely to be many cars around the school area. Please therefore can I ask that ***where possible you walk or take public transport to school, or where you need to use a car, that you park a short distance away from the school to help ease with traffic congestion on the evening. Please also allow plenty of time to arrive at school in case of traffic congestion***.

The school will send an email with a link to a parent's survey which we ask all parents to complete to help us improve our service.

For support, please use the link below to access the Parent Guide (Virtual) from the Parents Evening Booking website:

[Parents' Evening Booking System \(parents-booking.com\)](https://parents-booking.com)

After you have made your appointments, you can choose to print or e-mail a confirmation.

### **Troubleshooting Tips**

- If you cannot login, please contact Nicola Tosen at [n.tosen@warlinghamtl.co.uk](mailto:n.tosen@warlinghamtl.co.uk)
- The email address field entered is only used to send your appointment confirmation. If you have problems logging in, it will not be because of the e-mail address you entered.

Please note that one of our computer teachers will not be available on the evening. If you would like to receive further information specific to computing, please can you contact the head of department, Mr Porter, who will manage your request.

[r.porter@warlinghamtl.co.uk](mailto:r.porter@warlinghamtl.co.uk)

We look forward to greeting you at the school.

Kindest regards



Mr Tucker

Assistant Headteacher