



Headteacher
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Sandhurst School

the opportunity to succeed

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19th October 2023

Dear Parent/Carer(s),

Re: Sixth Form Subject Evening

I would like to invite you to attend our virtual Parents' Evening on **Thursday 2nd November 2023**. At this very important time in their education, you will be able to discuss, with staff, how your son or daughter is progressing. It is highly recommended that your son/daughter attends with you as the conversations are most effective when all parties are included.

This year we will be continuing to do the appointments via video link, please use the normal online booking system to arrange your appointments. This year we have set up the system so that 10-minute appointments can be made with all of the subject teachers individually. This will allow you to choose your own appointment times with teachers between **5:00pm and 7:00pm**. Due to the large numbers of students taking Criminology, Sociology and Psychology, appointments for these subjects will be starting from **4:00pm**. Appointments can be made from **5:00pm** today and will close on **Thursday 2nd November 2023 at 2:00pm**. Should you wish to make any changes after this date please contact the school reception.

On the evening, parents will be required to login to the parents' booking system and will then be able to join the appointments at the allotted times, please be aware that the system will automatically finish appointments on time so that the evening does not overrun. If you wish to continue the conversation with the member of staff, this will have to be done through a follow up phone call. Please check that your device is set up correctly with the microphone and speakers on to prevent technical problems taking up time during the appointment.

Please visit [HTTPS://SANDHURST.PARENTEVENINGSYSTEM.CO.UK](https://sandhurst.parenteveningsystem.co.uk) to book your appointments (a short guide on how to login and add appointments is included with this letter). It is now possible for two Parents/Guardians to login to the Appointments from different devices a guide to this can be found at this link: [PARENT GUIDE](#)

If you have any concerns, please do not hesitate to contact me or your son or daughter's tutor.

Yours sincerely,

Mr N Marshall
Post 16 Learning Manager

