



Tadcaster Grammar School

'A Culture of Excellence'

March 2018

Dear Parents

Year 8 Rescheduled Parents' Evening Thursday 19 April 2018

The Year 8 rescheduled parents' evening will be on **Thursday 19 April**. The appointments that you booked previously have been transferred over to the new evening, however, should these appointments no longer be convenient you are able to edit your existing appointments to suit. To enable you to do this the booking system will reopen on **Thursday 12 April at 6pm and close on Tuesday 17 April at noon**.

As a parent you will need to log onto the Parents' Evening booking system which can be found via the 'Parents' tab on the school website and enter the following information.

Student's First Name:

Student's Surname:

Student's Date of Birth:

Once you have logged on you will be able to book appointments with staff who teach your child if you have not already done so. On completion of your appointment bookings you will receive an email confirmation with the time and appointment details which you can print off, or just write down the appointments you have made. **You are able to add additional appointments or edit previous appointments you have made should you wish to do so. Click the 'Appointments' tab to view and print your appointments. You can change your appointments by clicking on 'Add/Edit/Delete Appointments'. There is a link at the bottom of the confirmation email which logs you back into the system.**

If you do not have internet access or need assistance in making or amending any appointments please contact the School Office on 01937 833466.

Staff will be seated in faculty groups ie English, Science etc, and will be based in the Main Hall. Your child is strongly encouraged to accompany you on the evening. Please 'sign in' in the Main Hall on arrival.

Yours sincerely

Mr M Sibley
Head Teacher