



Morton Academy

The best in everyone™

Part of United Learning

Yr10/ CA

Date: 15th January 2018

Dear Parent/Carer

Year 10 Parents' Consultation Evening

Date: 24th January 2018

We would like to invite you to our forthcoming Year 10 parents' consultation evening on Wednesday, 24th January 2018.

The aim of the evening is to enable you to meet your child's subject teachers, and to discuss how he/she is getting on at the Academy. The Head of Year, Pastoral Leader/ SEN and members of the Academy Leadership Team will also be available during the evening if you wish to speak with them.

The Academy use the online appointment booking system which allows you to choose your own appointment times with teachers. Please visit <https://rrma.parentseveningsystem.co.uk> to book your appointments (a guide on how to add appointments is included with this letter). Appointments can be made from Friday, 19th January 2018 at 8:00am and will close on Monday, 22nd January 2018 at 10:00pm. Should you wish to make any changes after this date please contact the Academy. If you are unable to access a computer, please contact Claire Allen who will add your appointments on your behalf.

Please note, some teachers teach more than one class per subject, therefore we only have availability of 30 appointments per teacher. Appointments are issued on a first come first served basis. Each consultation should last no longer than 5 minutes. We advise that you arrive in plenty of time for your first appointment.

Could you please complete the attached slip below to confirm whether or not you will be attending and return to your child's tutor by Friday, 19th January 2018.

We look forward to seeing you on Wednesday, 24th January 2018.

Yours sincerely

C Allen

Mrs C Allen

Administrator

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Year 10 Parents' Consultation Evening – Wednesday, 24th January 2018, 4.00pm-7.00pm

Name of Student:

Team:

I will / will not be attending the Year 10 Parents' Consultation Evening

Signed _____ (parent/carers) Date _____

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