Dear Parent/Carer

Y9 Virtual Parents' Consultation Evening – Thursday 2nd February 2023, 16:30 to 19:00 – Online Appointment Booking

We would like to invite you to attend our **Virtual Parents' Evening on 2nd February 2023**. This is an important evening and provides you with an opportunity to speak with your child's teachers to discuss their progress so far. The appointments will last for 5 minutes.

The school has an easy to use online appointment booking system. This allows you to choose your own times with teachers and you will receive an email confirming your appointments. Some students will have appointments pre-allocated by teaching staff; these will appear on your booking form as you login.

Appointments can be made from **_Tuesday 24th January 2023 at 7pm and will close at 09:00am on Tuesday 31st January 2023._** Should you wish to make any changes after this date please contact Cindy Thatcher at, cthatcher@langtreeschool.com .

Due to time constraints, we ask that you only make one appointment with each teacher, even if they teach your child two subjects. This teacher will be able to speak to you about both classes during the one appointment. However, we would like to remind you that if you have any concerns at any point in the year, then please do make contact with your child's teacher, tutor or Head of Year. Please note that Ms Stewart, Design Technology teacher, sadly left Langtree School at Christmas.   If you would like to discuss your child's DT lessons, please do make an appointment with Mr Sinnamon, Head of Design Technology.

If you are unable to attend the Parents Consultation after you have made an appointment, please could you let us know. If this is the case, we will be able to use that appointment slot for another student and we will try to make contact with you at a mutually convenient time.

Langtree School, Woodcote, Reading, Berkshire RG8 0RA
Tel: 01491 680514   Email: office@langtreeschool.com   www.langtreeschool.com   Twitter : @Head4094
Headteacher: Mr S. Bamford   Deputy Headteacher: Ms S Burman
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Please visit https://langtree.parentseveningsystem.co.uk to book your appointments. A short guide on how to add appointments and log on for the video appointments can be found on Langtree's website and will be emailed to you.
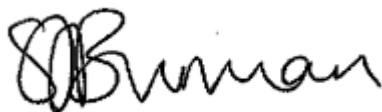
Login with the following information:

Parent Title:
Parent First Name
Parent Surname

Student's First Name:
Student's Surname:
Student's Date of Birth:

On the evening of your bookings, you will need to log into the system at: https://langtree.parentseveningsystem.co.uk via your PC, laptop, iPad, phone, etc. You will need to ensure your microphone and audio is turned on. A reminder of this link will be emailed to you the day before.

If you do not have access to the internet, or you have any questions about how to use the software, please contact Cindy Thatcher, details above who will be happy to add appointments on your behalf.

Yours sincerely

Ms. S Burman

Deputy Headteacher