

Edward Peake C of E (VC) Middle School

Headteacher: Miss Z J Linington
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26 September 2022

Dear Parents/Carers

Meet the Tutor Evening 10 October 2022

I would like to invite you to attend our Meet the Tutor Evening on Monday 10 October from 4.00pm to 7.00 pm. This is an important evening which provides you with an opportunity to meet your child's class teacher and discuss their start to school this academic year. There will be an opportunity to meet subject teachers later in the year to discuss your child's progress in individual subjects.

Appointments can be booked online using the parent booking system. Once booked an email will be sent confirming your appointment. These appointments will be held in school. Members of staff will be on hand to direct you to the correct room. Please enter the school via the main entrance.

There is a link on our school website to book your appointments.
Here you will also find a video guide on how to use the booking system:
<https://www.edwardpeake.beds.sch.uk/parents/parents-evening-booking-system/>

Or alternatively visit: <https://edwardpeake.parentseveningsystem.co.uk>

To log in you will require the following information:

Parent Title, Parent Surname, Child's First Name, Child's Surname, Child's Date of Birth

Appointments will be with your child's form teacher. An additional appointment will be available for some pupils with our inclusion team Miss Butchard (Deputy Headteacher and Inclusion Lead), Mrs Jeffs (Assistant Headteacher Behaviour and Attendance) and Miss Peate (SENDCo) if you wish to discuss any additional needs of your child. If this appointment is available for your child you will see this as an option to book an appointment with the inclusion team.

Appointments can be made from Monday 26 September and will close on Monday 10 October at 9am. Should you wish to make any changes after this date please contact the school office.

If you are having problems booking an appointment, please contact the school office who will be happy to add appointments on your behalf.

Yours sincerely

Miss Z J Linington
Headteacher

