

Edward Peake C of E (VC) Middle School

Headteacher: Miss Z J Linington

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13 December 2022

Dear Parent/Carers,

I would like to invite you to attend our Subject Consultation Evenings on Monday 16 January, Wednesday 18 January and Tuesday 24 January, from 4.00 to 7.00 pm. These evenings are an opportunity to discuss your child's progress in each subject area.

Appointments can be booked online using the parent booking system. Once booked, an email will be sent confirming your appointment.

Appointments can be made from Monday 2 January and will close on Monday 16 January at midday. Should you wish to make any changes after this date please contact the school office.

Our **Subject Consultation Evenings will be held via video appointment**. This is so we can ensure that as many parents as possible can attend without having to worry about leaving work or arranging childcare.

Each appointment will be five minutes in length. Video calls will end automatically at the end of the five minute session and staff have no control over this. A countdown will be clearly visible.

Important information for Year 5 and 6 Parents

Due to limited appointment slots, you will be able to book one longer 10 minute appointment with your child's form teacher or for pupils in 6JA with Mrs Rodgers. They will be happy to discuss all the subjects that they teach your child during these appointments. Please feel free to book appointments with your child's other subject teachers as required.

Making an appointment

There is a link on our school website to book your appointments or alternatively visit: <https://edwardpeake.parentseveningsystem.co.uk> A guidance sheet on how to use the booking system and how the video appointments work is attached to this letter. A video guide is also available on our website:

<https://www.edwardpeake.beds.sch.uk/parents/parents-evening-booking-system/>

If you do not have access to the internet or are having problems with booking your appointment, please contact the school office who will be happy to add appointments on your behalf.

Yours sincerely

Miss Z J Linington
Headteacher

