

Edward Peake C of E (VC) Middle School

Headteacher: Miss Z J Linington

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26 September 2023

Dear Parents/Carers

Meet the Tutor Evening 9 October 2023

I would like to invite you to attend our Meet the Tutor Evening on Monday 9 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.

To book your appointments please follow the link for our booking system:

<https://edwardpeake.parentseveningsystem.co.uk>

This link is also on our school website. 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/>

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 SENDCo Ms Anderson, 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 Ms Anderson.

It will also be possible for you to have a drop-in appointment with Mrs Waddington (Deputy Headteacher) and Mrs Jeffs (Assistant Headteacher) if you would like to discuss further pastoral needs of your child. You do not need to make an appointment in advance to do this.

Appointments can be made from Wednesday 27 September and will close on Monday 9 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

