



Tuesday, November 8th, 2022

Year 9 Parents' Evening

Dear Parent/Guardian

The Year 9 Parents' Evening will take place on **Thursday, November 24th** from 4:30 until 6:45 pm. All Year 9 pupils and their parents/guardians should attend. The evening will take place in the Sports Hall. Parents should arrive through Reception, collect their son's school report and proceed to the Sports Hall to meet their teachers.

To make appointments, please visit www.parents-booking.co.uk/salvatoriancollege.

Once you have logged in, we suggest you use the 'Booking Wizard' to make your appointments. You will be shown your child's teachers and asked to enter your availability. The system will then automatically assign the best order for your appointments so you can visit teachers in the quickest manner possible. Each appointment will be 5-minutes standard, 4 minutes or 3 minutes for staff with several Year 9 classes. It may not be possible to see all teachers due to some staff teaching the majority of Year 9. If you need to discuss specific matters over a longer period of time please feel free to contact the Head of Year, Form Tutor or subject teacher after the evening has concluded.

Troubleshooting Tips – please read before booking:

- To log in you will need to enter the details we have on record for you and your son:
- Your title
- Your surname
- Your son's first name
- Your son's surname
- Your son's date of birth
- The email address you enter is only used to receive a confirmation of your appointment. It will not be used as a login 'check'. Your email address will never be the reason you cannot login.
- If you have more than one son to make bookings for, you will see them in the tabs above teacher names in the Booking Wizard.

Please bring a copy of your appointment schedule with you.

The booking system will open for you to make appointments on **Tuesday, November 8th** and will close on **Wednesday, November 23rd**.

If you are unable to book at home, please call the school office for assistance.

Yours sincerely

Mr G. James

**Mr G James
Head of Year 9
Assistant Headteacher**