

15 September 2020

Dear Parent/Carer,

House Tutor Parents' Evening - Online Appointment Booking

The school uses an intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments can be made from Tuesday 15th September and will close at noon on the day of the evening. Should you wish to make any changes after this date please contact the school office.

Please visit <https://«Web Address».parentseveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter.) Login with the following information:

Student's First Name:

Student's Surname:

Date of Birth:

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

Yours sincerely,

The Purbeck School