



Sunrising, East Looe, Cornwall PL13 1NQ  
Telephone: 01503 262625  
Email: enquiries@looe.cornwall.sch.uk

Headteacher: Mrs H R Jenkins BSc

Our Ref: JWO/HWI

8 January 2016

Dear Parent/Carer

**Year 8 Parent/Carers' Evening – Thursday 21 January 2016**

I am writing to invite you to the Year 8 Parent/Carers' Evening on Thursday 21 January 2016. This will give you the opportunity to meet with your child's teachers and discuss their progress.

The school has introduced a new 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. We are confident this will be an improvement to the previous system and welcome any feedback.

Appointments can be made from Friday 8 January and will close on 12.00pm on Thursday 21 January. Should you wish to make any changes after this date please contact the school office.

Please visit <https://looeacademy.parenteveningsystem.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 reception who will be happy to add appointments on your behalf, or please indicate on the Parent/Carers' Evening Appointment sheet a preferred time slot and the teaching staff you would like appointments with. We will endeavour to accommodate your requests as much as possible and will provide your child with an appointment schedule during Tutor Time on Tuesday 19 January 2016.

Finally, if you are unable to attend the Parent/Carers' Evening, but would like to discuss your child's progress, please telephone the school at your earliest convenience to arrange an appointment with myself or an appropriate member of staff.

Yours sincerely

**Mrs J Woodman**  
**Year 8 Leader of Learning**

## Parental Response

<b>Name</b>	<b>Form Group</b>
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<b>Please indicate the teachers you would like to request an appointment with at Parents' Evening on Thursday 21 January 2016.</b>		
	<b>REQUEST APPOINTMENT</b>	<b>STAFF</b>
English		
Maths		
Science		
Art		
Computer Science		
Dance		
Drama		
EPR		
French		
Geography		
History		
Music		
PE		
Science		
Technology		

Please indicate a preferred time slot for appointments. We will endeavour to accommodate your requests as far as possible.		
<input type="checkbox"/> 4.00pm – 5.30pm		<input type="checkbox"/> 5.30pm – 7.00pm

<b>Signed:</b>	<b>Date:</b>
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**Please return this sheet to Student Services by Monday 18 January 2016.**