



Dear Parent/Carer,

I hope this letter finds you well. As you will be aware from the school calendar, we have the **Year 8 Parents' Evening on Thursday 25th April. This important event will take place in person in school** and will allow subject teachers to update you on your child's current attitudinal and academic progress.

Some guidance to help you to sign up and make appointments for the Year 8 Parents' Evening via the School Cloud Parents' Evening booking system can be found on our website:

<https://www.fernwood.school/parents/parent-apps>

To allow this Year 8 Parents' Evening to run smoothly, we ask all parents to adhere to the following guidance:

- Appointments can be made with your child's subject teachers between 3:30 pm and 6:30 pm.
- **Parents' Evening appointments will "go live" from Monday 8th April at 18:00** to enable you to make your appointments in a timely manner.
- Please make all appointments using the guidance provided. **All appointments must be made by 23:00 Tuesday 23rd April.** Appointments cannot be made on the day of the Parents' Evening.
- Please request only one appointment per child for each subject. Appointments will last for five minutes, and staff will need to stick rigidly to time. If you wish to discuss your child's progress beyond the scheduled appointment time in school, you can contact the subject teacher at another convenient time.

If you would like an appointment with any key pastoral staff, please make this request via email by Friday 19th April at the latest. The member of staff will then contact you to organise a suitable time. Messages can be directed to the relevant members of staff from the following address: admin@fernwood.school

Thank you for your continued support and **we look forward to seeing you IN SCHOOL IN PERSON at the Year 8 Parents' Evening on Thursday 25th April.**

If you require any additional information, please do not hesitate to contact us at school.

Yours sincerely,

Mrs M Morrill
Assistant Head Teacher - Behaviour and Key Stage 3

Mrs Kwasny
Pastoral Team Leader - Year 8