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December 2015

Dear Parents and Carers

You are invited to our **Year 11 Parents' Evening** on **Wednesday 20 January 2016** which will run from **3.45pm to 6.45pm**.

We expect all parents/carers to attend this very important evening. This is a valuable opportunity for you to discuss ways in which you can support your child to achieve their true potential. Please bring your child with you.

Please be advised there are no areas for parking on site (except for disabled parking).

The school uses an 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 **9.00am on 28 December 2015** until **12:00pm on 18 January 2016**. Should you experience any difficulties with this booking system please contact **Mrs D Williams on 020 8331 3000** or email **dwilliams@thomastallis.org.uk** in the school office until **12:00pm on 18 January 2016**.

Any appointments needing to be made after this date should be directed to the individual Teachers.

Please visit <https://thomastallis.parentseveningsystem.co.uk> to book your appointments. A short guide on how to add appointments is included with this letter.

Please login with the following information:

Your child's full legal first name, full legal surname and tutor group.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Lucy Pollit', written in a cursive style.

Lucy Pollit
Head of Year 11