



Date: Tuesday 7th January 2025
Our ref: CLL/sjt

Dear Parent/Carer,

Re: Year 9 Parent Consultation Evening - Thursday 30th January 2025 3.45pm-7pm

Our forthcoming Year 9 Parent Consultation Evening will be held in school to enable parents to see their child's teachers face to face. We will be using the online appointment system to arrange meetings for our Parent Consultation evenings. The link to access the website has been added to our School Gateway app and is available under useful links. Please see below for further information about making the appointments. If you have not yet downloaded the School Gateway app – it is free to download from your mobile phone's app store. You can find out more information by going to: <https://schoolgateway.co.uk>

This is the main method we use to communicate with parents throughout the year. You will be able to log in to the appointment system **from 6pm on Monday 13th January 2025** by clicking on the Parents evening link in the School Gateway app. You will be asked to complete the form to log in. The items that need to match our school data is your First name and Last name as well as your child's Date of birth. The email address does not need to match one that we have saved for you, but it is where you will receive confirmation of the appointments you have made. You should endeavour to book an appointment with each of your child's subject teachers. Please note the appointment bookings will close **on Thursday 30th January 2025 12pm**, so all appointments will need to be booked by this time.

Please note that the entrance for this event will also be via the school delivery gate on Canewdon Road and not via our Main Reception point. **Parking will be made available on the school playground and the gates will open from 3.30pm.** If you have any issues with accessing the system and making appointments, please do not hesitate to contact reception for further support.

Kind regards,

Miss C Campbell
Head of Year 9