



THE BUCKINGHAM SCHOOL

A SPECIALIST SPORTS COLLEGE

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Headteacher: Mr A McGinnes

3 May 2019

Dear Parent / Carer,

YEAR 7 PARENTS EVENING – ONLINE APPOINTMENT BOOKING

I would like to invite you to attend our Year 7 Parents' Evening on Thursday 16 May 2019. The purpose of this evening is for you to discuss your son/daughter's progress with their subject teachers.

The school uses ParentMail, which includes online parents evening appointment booking system and in order to book these appointments you are required to register. Should you require any instructions on how to register please visit our website www.buckinghamschool.org selecting "News and Events" followed by "Latest News". ParentMail allows you to choose your own appointment times with teachers and review / amend these at your convenience.

Once registered with ParentMail, additional guidance and support can be accessed using the Parents Help Guide, this is accessed by clicking on the orange "Help" button or entering the following address in your web browser:

<https://parentmail.co.uk/help/parenthelp/applications/parents-evening-manager/>

Please note that parents evening appointments can be made online from Tuesday 7 May at 12pm, and will close on Wednesday 15 May at 4pm. An email will be generated to you confirming your appointments, once the booking system has closed.

I hope you will take advantage of this opportunity to support your child in achieving their full potential and look forward to seeing you.

If you do not have access to the internet, please contact Mrs Whitbread on ext:232 who will be happy to add appointments on your behalf.

Yours faithfully,

Miss Collie
Head of Year 7
Email: ccollie@buckinghamschool.org

The Buckingham School is concerned that every student should have the opportunity to attend school activities/obtain equipment, regardless of their financial circumstances. As such, it may be possible to subsidise those students who would otherwise be unable to attend trips/purchase items. Please feel free to write in confidence to Mrs S Gallagher or Mrs K Bones at office@buckinghamschool.org, if you wish to seek assistance, or obtain more information about Pupil Premium funding.

