



09 October 2017



Dear Parent/Carer

Parents' Evening – Monday 16th and Tuesday 17th October 2017 Online Appointment Booking



I would like to invite you to attend our Parents' Evening on Monday 16th or Tuesday 17th October 2017. This is an important evening and provides you with an opportunity to discuss your child's/children's progress in 10 minute appointments. The SEN team, pastoral team and specialist teachers will also be available on both evenings.



As you know, we now use our easier to use online appointment booking system. This allows you to choose your own appointment time with your child's teacher and you will receive an email confirming your appointment.



Appointments can now be made and booking will be closed Friday 13th October at 12pm. Should you wish to make any changes after this date please contact the school office.



To book your appointment please visit –

<https://leightonacademy.parentseveningsystem.co.uk/>



To log in you simply use your child's preferred forename and surname as held on our school database, and your child's date of birth, together with your title, initial and surname as we have them held in school.



If you would like any assistance with this system, or if you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.



Yours sincerely



**Mrs J Young
Principal**



'Making Learning Real and Unforgettable'

