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10 January 2018

Dear Parent/Carer

Year 9 Parents' Surgery – Thursday 25 January 2018, 4.00 pm – 6.30 pm

You are warmly invited to join us to discuss your child's progress on **Thursday 25 January 2018**. This is an important time in the academic life of your child and the evening provides the perfect opportunity for you to find out exactly what needs to be done as you and the school work together to enable your child to maximise their potential.

Mr McKie, Attendance Intervention Management Champion, is also available for appointments should you wish to discuss any attendance concerns.

Making appointments: Go to: <http://www.parents-booking.co.uk/saltash>

You will need:

Your child's legal first name and surname
Your child's date of birth

The system is live **TODAY** for you to book your appointments.

Troubleshooting Tips - Read before Booking!

- Only parents/carers who we have recorded as having parental responsibility can gain access and it is essential that your name title is as we have recorded in the school's database. For most failed access, it is usually one of these two issues. Let us know if you have difficulties logging in and we can correct this for you.
- The email address you enter is only to get a confirmation of your appointment. If the system is saying it does not recognise you, it will not be the email address that is the problem as the system does not hold your email address.

If you are unable to book, please email parentsurgery@saltash.net or call the school and a member of staff will help you.

Yours faithfully

A handwritten signature in black ink that reads 'P. Bond'.

Mr Peter Bond
Assistant Headteacher

