

January 2024



Dear Parent/carer

Sixth Form Parents' Evening

We are pleased to invite you to the sixth form parents' evening on Thursday 18th January 2024, which will take place in our Lancaster building. During this event, you will have the opportunity to discuss your child's progress with subject staff and their form tutor. The heads of learning for Year 12 and Year 13 will also be in attendance.

Selected Year 13 parent/carers and students will be invited to meet their tutors between 4.30pm and 4.45pm to discuss their attendance and academic concerns. Year 12 parent/carers will also be selected to attend a meeting with tutors between 4.30pm to 5pm. Please note that these meetings will be arranged directly with parents.

There will be a 15-minute presentation for Year 13 parent/carers from the leadership team at 4.45pm, during which, you will receive information regarding exam results from the PPEs and preparation for their end of year exams.

Parent/teacher meetings will commence at 5pm and run until 7.30pm, with appointments set up in 5-minute slots. Should you have further points for discussion, this can be arranged at a later date. This is to ensure that appointment slots at parents' evening do not overrun.

We will be using our online booking system for parent/carers to book their own teacher appointments. To begin booking, you will need to create an account on the following website: <https://uhsbooking.parentseveningsystem.co.uk>.

Appointment slots will go live at 8.30am on Wednesday 10th January 2024 and close at 4pm on Tuesday 16th January 2024.

We have included a 'how to guide' with this letter, which explains exactly how the system works and how you can make appointments. If you experience any difficulties, please do not hesitate to contact the school.

Please bring your child with you to this event, so that they can benefit from the evening's discussions. **This is an important school function and therefore all students attending the evening must be in their usual smart sixth form attire.**

We look forward to meeting you at the event and working with you throughout the year to ensure the students attain the success that they deserve. If you have any queries regarding the evening, please feel free to contact your child's form tutor in the first instance.

Yours sincerely

A Mangat
Assistant Principal – Head of KS5

POSITIVE • RESPECTFUL • OPEN MINDED • UNIQUE • DETERMINED

Principal: Louisa Seymour BEd

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