



## GENERAL LETTER SENT BY INTOUCH

5<sup>th</sup> February 2019

Dear Parent

### Year 7 Parents' Evening – Thursday 28<sup>th</sup> February

Parents and students in Year 7 are invited to Parents' Evening on **Thursday 28<sup>th</sup> February 2019** from 4.30pm to 7.30pm.

On the evening we will be operating an appointment system. Appointments will be allocated at five minute intervals and parents are requested to keep to their time to prevent a backlog building up.

In order to make appointments click on the Quick Links icon (Home Page, top banner) on the school website and select 'Parents' Evening Bookings:

Below are some simple instructions about how to log in.

At the log in page you need to enter your details and your daughter's name and tutor group.

Once past this screen you are presented with a welcome screen with the details of the evening. Click on the **green Open for bookings** link to continue. Select whether you want to book either automatically or manually and click next. The instructions on the screen will guide you through how to make appointments.

If you do not have access to the internet or have a problem accessing the system please contact Mr Brittain, Data Manager, on extension 3208 or by email at [jbrittain1@suttonmail.org](mailto:jbrittain1@suttonmail.org).

