



Horsforth School

Lee Lane East Horsforth

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Headteacher: Dr P C Bell

Our ref: PCB/SJM/JWA

November 2016

Dear Parents / Carers

Year 13 Parents' Evening – Tuesday 6th December 2016

On Tuesday 6th December 2016 there will be a consultation meeting for parents of Year 13 students when subject teachers will be available to discuss your son/daughter's progress to date. Appointments may be arranged between **4.30 p.m. and 7.30 p.m.** for you to see the relevant subject teachers with five minutes allocated to each interview.

Appointments are booked using the **online booking system** which allows you to choose your own appointment times with teachers. You will receive an e-mail confirming your appointments. Please visit <https://horsforthschool.parentseveningsystem.co.uk> to book your appointments or visit the School website at <http://www.horsforthschool.org/> and click on the 'Parents & Carers' tab where you will find a link on the left hand side to Parents' Evenings and a short guide on how to book appointments. A login code will be sent to you by text message on **17th November**. If you do not receive a login code please contact the School office. Appointments can be made online from **3.00pm on Thursday 17th November** up to **11.55 p.m. on Monday 5th December**. If you do not have internet access, please contact Mrs J Waterworth the Post-16 Administrator on 0113 226 5454 ext. 108 or via email at waterwj01@horsforthschool.org who will be happy to add appointments on your behalf. If your son / daughter studies either Law or Finance at Benton Park their teacher will be available between 4.30pm and 5.30pm for drop in appointments. You will also be able to book online an appointment with Mr B Steele, Assistant Progress Leader Post-16 (APL) should you wish.

Finally, could I please ask you to ensure that you sign in on arrival at School so that staff are aware that you have arrived for your appointment and to please sign out again on leaving the School building. We would also appreciate your consideration for local residents by ensuring that you do not infringe the parking regulations on Lee Lane East.

I will be available during the evening should you have any general concerns, as will Mrs Z Comiskey, member of the Leadership Team linked with Year 13.

We look forward to seeing you on 6th December.

Yours sincerely

Mr S J Mason
Director of Post-16 Education

'Opportunity and achievement for all'