



Horsforth School

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Headteacher: Dr P C Bell

27 February 2024

Dear Parents/ Carers,

Year 8 Parents Evening: Extra Availability Tuesday 5th March

Following on from concerns from some parents that they are unable to make an appointment with some of their son/ daughter's key teachers in the lead up to the options process we are going to put on a remote second evening between 3.00 and 6.00 on Tuesday 5th March.

Bookings can be made using the same process as usual, but will be held **online** with the staff who have no availability for the live evening. The bookings are limited to 4 members of staff and please only make appointments if you have any concerns or are wanting to discuss option choices.

To book appointments you will need to access the [online booking system](#) which allows you to choose your own appointment times with teachers. To maximise fairness for all parents, bookings will be available from **6.00pm Wednesday 28th** and will remain available until midnight on **Monday 4 March**. Please click [here](#) to access the booking system and make your appointments. Please ensure that you log in with the correct child's name should they have siblings in school. Once you have booked your appointments you will receive an e-mail confirming your appointment times, please keep this safe.

Please see the attached protocol for online appointments.

This will be the only alternative time for additional appointments, and we hope that this extra evening will allow parents to speak with more of the key staff who teach their son/daughter.

Yours Faithfully,

Mrs Z Comiskey
Deputy Headteacher