

13 October 2023

Dear Parents/Carers

Year 11 Parents'/Carers' Consultation Evening – Thursday 2 November 2023

I am writing to invite you to attend the Year 11 Parents'/Carers' Consultation Evening on Thursday 2 November from 5pm – 8pm. The evening will take place in the Braintree Sixth Form.

At this evening, you will be able to discuss your son's/daughter's progress with Year 11 subject teachers. Interview times will be for five minutes. Please note, for some subjects your son/daughter may be taught by two different members of staff. When booking your appointments can you please ensure you only make an appointment to see **one** member of staff and not both.

Interviews with teaching staff can be arranged via Parents'/Carers' Evening Booking System. This can be accessed via the link <https://notleyhighschool.schoolcloud.co.uk/> You will be able to book appointments from 5pm Monday 16 October 2023. If you have any issues accessing the system, please contact Mrs Vickery on 01376 556300 or by email: jane.vickery@notleyhigh.com. **The booking system will close at 11.59pm on Wednesday 1 November 2023.**

The priority is for parents/carers to speak to the class teacher. Please note it may not be possible to make an appointment with the form tutor.

Please can you make a note of or print off your allocated times before you arrive for the evening.

When you arrive, please sign the student list by your son's/daughter's name to indicate you are present.

Yours faithfully _____



Mrs Swan – Raising Standards Leader Year 11.