

Principal: Mark Woodhouse

Brandon Road
Swaffham
Norfolk
PE37 7DZ
T: 01760 721480
E: office@tnha.org.uk <http://tnha.org.uk/>



8th March 2019

THIS LETTER HAS BEEN SENT HOME VIA POST AND HAS BEEN PERSONALISED FOR EACH STUDENT

«Salutation»
«Address_Block»

Dear «Salutation»

Year 11 Parents' Evening 28th March 2019 – 4-7pm - Online Appointment Booking

I would like to invite you to attend our Parents' Evening on 28th March 2019. The appointment will be with your child's subject teachers, and will look at their progress across all subjects and set targets for the next year. We will have a range of data available including expected and predicted examination grades. This meeting can have a very positive effect on improving students' performance and is an excellent opportunity for us all to work in partnership to help achieve success.

The academy has introduced a new easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. We have allowed five minutes between appointment to ensure a smooth running of the evening. We are confident this will be an improvement to the previous system and welcome any feedback.

Appointments can be made from 9:00am on 11th March 2019 and will close at 4:00pm on 27th March 2019. Should you wish to make any changes after this date, or do not have access to the internet, please contact the Data Officer, Kate Winter at email:kate.winter@tnha.org.uk. who will be happy to add or amend appointments on your behalf.

Please visit <https://tnha.parentseveningsystem.co.uk> to book your appointments. A link is also available on our website (A short guide on how to add appointments is on the website and attached to this letter). Please login with the following information:

Student's First Name: «Forename»
Student's Surname: «Surname»
Login Code: «Login_Code»

We have also taken the opportunity to enclose a Data Collection sheet so that we can update our records and would be grateful if this could be returned on the evening or to our Main Reception at your convenience.

Yours sincerely

Mark Woodhouse
Principal