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EAST SUSSEX : ACTING PRINCIPAL: IAN GILLESPIE  
TN31 7NQ

16<sup>th</sup> March 2017

Dear Parent/Carer

### Year 11 Parents' Evening Thursday 30<sup>th</sup> March 2017

I would like to invite you to attend a parents' evening when you will have the opportunity to talk with subject teachers about how your child is progressing and preparation for the impending exams.

We know that every parent is committed to ensuring their child is successful at school, and this is a good opportunity for you to raise any queries you may have. The evening will run from **5.00 pm to 7.30 pm** and take place in the Milligan Theatre.

To make a booking via our online booking system go to:

[www.onlineschoolbooking.com/phil/?school=rc](http://www.onlineschoolbooking.com/phil/?school=rc)

Alternatively you can go to the 'Parent Evening' page in the Parents' section of the School website and click on the link that you will find there.

To log in use the details on the enclosed slip and enter them EXACTLY as they appear on the sheet.

Once you have logged in, select the correct parents evening event, select a teacher and choose from the available appointment times. To enable you to get a well-rounded picture of your child's progress, please try to make an appointment with each teacher who teaches your child. These names will be on the timetable your child has on the front page of their planner.

**If you do not have access to the Internet** please call Reception, on the number above, and the bookings will be made for you.

We will close the appointment page the day before the session and print your appointment sheet which will be available for collection on your arrival.

Yours sincerely

A handwritten signature in black ink, appearing to read "Ian Gillespie".

**Ian Gillespie**  
**Acting Principal**