

November 2024

**Tutor - Parents' Evening - Online Appointment Booking**

Dear Parent/ Carer

I would like to invite you to attend our face to face Parents' Evening on **Thursday 14 November**. You will have the opportunity to meet with your child's tutor and discuss how they have settled in to the new year. Please arrive at the school via reception and the school ambassadors will take you to your appointment.

This year we also have appointments available to meet the Heads of Year. These members of staff don't have enough slots for every pupil but if you wish to meet with them to discuss a specific need please book an extra slot. Ms France (SENCO) and Mrs Rosier (Deputy SENCO) will also be available for parents of pupils with SEND who would like to book. These slots are extremely limited, please only book if you have a concern with something specific to that member of staff. Your main point of contact will be your tutor meeting.

The school uses an intuitive and 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.

Appointments can be made from **now** and will close on **Wednesday 13 November**. Should you wish to make any changes after this date please contact the school office.

Please visit <https://selwoodacademy.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments is attached to this email.)

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

Yours sincerely



Dave Finlay  
Deputy Headteacher

'Let your light shine before others' Matthew 5 v 16  
**Head Teacher: Mr Daniel Jeffries BA(Hons) MA NPQH NPQEL**

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Safeguarding is everyone's responsibility - Selwood Academy is committed to safeguarding and promoting the welfare of our children and we expect all members of staff, volunteers and visitors to share this commitment.