

24 January 2023

Dear Parents and Carers,

**Year 7 Parents' Evening – Tuesday 7 February 2023**

I hope this find you well.

I am delighted to be able to invite you into the Academy for the Year 7 Parents' Evening on Tuesday 7 February from 4.00 - 6.15pm. This will be an opportunity for you to speak to your child's subject teacher about their progress. This will be a face-to-face event and we look forward to welcoming you into the Academy.

Appointments will need to be booked using the on-line booking system. Please go to the home page on our website [www.stmichaels.bhcet.org.uk](http://www.stmichaels.bhcet.org.uk) and you will see a 'Quick Menu' in the right-hand side of the screen. Please select 'Parents' Evening System' from the options, and complete the fields to open up the booking system for your child. Your email address should be the same as the one we hold on our school system for you. Should you require any help using this system, please contact our Admin team and they will be happy to offer help.

Should you have any questions regarding this evening, please do not hesitate to contact me at the Academy.

Yours sincerely,



**Clare Humble**  
Headteacher