

17 December 2014

Dear Parents/Carers

Year 11 Subject Reports Evening - Online Appointment Booking

You and your child are invited to our forthcoming Year 11 Subject Reports Evening where you will be able to have a discussion with subject teachers, on **Thursday 22 January 2015** 3.45pm – 7.15pm. Appointments will last for 5 minutes in specific rooms in the college. If your child has more than one teacher for the same subject then you will have the opportunity to see the lead teacher for that class.

The college is trialling 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. The main booking times are between 3.45pm – 7.15pm, but some teachers' availability time may be different. We do appreciate that there may be some teething problems and we welcome any feedback.

The booking system will be open for you to make appointments from 8am Tuesday 6 January until 11pm Tuesday 20 January. Should you wish to make any changes after this date please email Mrs Anderson; canderson@grobycoll.com or call 0116 281 7018.

The 'Booking System' can be accessed via our college website; www.grobycoll.com. Go to the bottom footer tab options and under the 'External' section you will find '**Booking System**'. A short guide on how to add appointments is overleaf.

Please login with the following information:

Student's First Name
Student's Surname
Student's Date of Birth

If you do not have access to the internet, please telephone Mrs Anderson; 0116 281 7018, who will be happy to add appointments on your behalf.

Yours sincerely



Mr Coles
Principal