



Trinity School

A Church of England
Academy

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Sheila Johnston and Derek Kay
Co-Headteachers

28 March 2017

Dear Parent/Carer

Re: Year 7 Parents' Evening – Tuesday 25 April 2017

We would like to invite you to attend our Parents' Evening on Tuesday 25 April 2017

Please discuss with your son or daughter which subject teachers you particularly wish to see. If two of you are attending you may wish to divide the appointment load between you. Any teacher particularly wishing to see you will arrange a time with your son or daughter. Students are welcome to come too.

There will be a large number of people involved during the evening. Please try to keep to the appointment time of five minutes. Should an issue arise that needs more time perhaps you could arrange to see the teacher concerned on some other day. Some staff do teach more than one Year 7 class and it is always difficult to fit in appointments for everyone. We advise that you either print or make a note of the appointments and bring them with you on the evening.

Although form tutors will be available, they do also teach other children and will, therefore give priority to their teaching groups on this occasion. If you would like to discuss pastoral or personal matters concerning your child, and the Form Tutor is not available, then please make an appointment to see Head of House or House Tutor. Mrs Johnston and Mr Kay (Co Headteachers) and senior staff will be available for general discussions and can be seen without making an appointment in advance. They will be situated near the Main Reception.

As we have a very busy Adult Education programme running on the Parents' Evening you may find the Creighton car park is heavily used. We suggest you use either the Trinity Leisure car park in front of the swimming pool or park on Dukes Road or at the Sands Centre. If you have any access needs in order to attend and/or participate in the evening please contact the school.

The school uses an 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 welcome any feedback.

Please visit <http://trinityschoolcarlisle.parentseveningsystem.co.uk> or use the link on the Trinity School website, to book your appointments. (A short guide on how to add appointments is included with this letter). A map is located on the school website to help you plan your appointments - simply scroll down on the home page to Parents' Evening Booking System.

Appointments can be made between **10.00 am on Wednesday 29 March and 12.15 pm on Tuesday 25 April 2017**. Should you wish to make any changes after this date or if you do not have access to the internet, please contact the school reception and the staff will assist you. If you have not made appointments within this time period we may contact you to make appointments, if you are aware you will not be able to attend please let us know by phone or email at your earliest convenience.

Yours faithfully

P Charnock
Assistant Headteacher

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