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Head: Jane Partridge

15 March 2022

Dear Parent

**Year 10 Subject Parents' Evening – Thursday 24 March 2018, 4:30-7:00pm**

Your son is now at the mid-point of his examination courses, by this time next year he will be working towards his final examinations. To help support him at this crucial time, we have arranged an opportunity for you to meet with your sons' subject teachers.

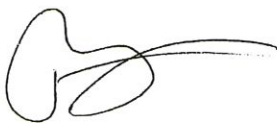
We will be using the Parents' Evening system within Edulink which can be accessed by logging into [edulinkone.com](http://edulinkone.com) and selecting the Parents' Evening button. Further instructions on how to use Edulink can be found at the end of this letter.

The appointment system is now live, you will be able to book appointments until 9:00pm on Wednesday 23 March.

If you do not have access to the internet, please contact your sons Learning Coach who will be happy to make appointments on your behalf.

I look forward to seeing you at this event.


Yours sincerely



**Jon Morgan**  
Assistant Headteacher

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## How to make an appointment via Edulink

1. Login to *EdulinkOne* via the internet or your mobile device.
2. Click on the PARENTS' EVENING button  (you main need to click the MORE button to see it).
3. Select the relevant event from the list.
4. Choose a time slot under each teacher you wish to see.
5. You can choose the buttons at the top to either PRINT the appointments or click the EMAIL ME button to have them sent to you.
6. You can then log out.

## How to access your online appointment via Edulink

1. Log back into *EdulinkOne* and navigate back to the PARENTS' EVENING button.
2. Click the START APPOINTMENTS button to access the video system.
3. You will see a list of your appointments at the bottom and a timer at the top showing either the time to the next appointment, or the time left of the appointment you are in.

**You can also watch an instructional video on our Facebook and Twitter sites to help you.**