

Monday 29<sup>th</sup> June

Dear Parents and Carers

A significant proportion of parents/carers who have responded to the Bedford Borough Council survey have commented that they want an opportunity for their children to engage with a member of staff to discuss their learning over the last few weeks and to talk to them about their recent experiences.

Next week, i.e. week beginning Monday July 6<sup>th</sup>, we would like all Year 9 pupils **and one parent/carer** to attend a face-to-face meeting of approximately 20 minutes with a member of staff at Wootton Upper School.

There will be up to **one hundred appointments** a day between Monday 6<sup>th</sup> July and Thursday 9<sup>th</sup> July at Wootton Upper School for Year 9 pupils and one parent/carer.

The first appointment each day will be at 9:00 am and the last at 5:30pm. There will be a one hour break in appointments between 1.00pm and 2.00pm.

Appointments at Wootton Upper School will take place in the Sports Hall. Between one appointment and the next the tables and chairs will be cleaned. We will operate a one-way system into the Sports Hall.

We really do want to see every child in Year 9 wherever possible; we know that a small number with complex health issues have been shielding or have other immediate family members shielding which mean that it simply will not be possible for them to attend face-to-face. Please let us know where this is the case.

We know that many parents/carers have been furloughed or are working at home, but not all. If you are working at home or have been furloughed, please try wherever possible to book an appointment between 9:00 am and 3:00 pm to allow parents/carers who are working to attend one of the appointments available after 4:00 pm.

We expect most parents/carers and their children will travel to their appointments by car. Where this is the case, at Wootton Upper School, please park at the back of the school on the tennis courts. The front gates will not be open for much of each day next week.

#### How to book appointments on-line:

- a) Log onto <https://woottonupperschool.parentseveningsystem.co.uk> or click on the link on the school website, and complete your details (each time you log on you must enter exactly the same forename and surname for both you and your child. You must also enter the same email address and telephone number). To login you will need to complete your child's forename, surname and date of birth. **Bookings will open on Tuesday 30<sup>th</sup> June at 9.00 a.m.**
- b) Please select your preferred time slot and click on '**book a place**'. You will receive an email confirming the details. Please ensure you scroll to the bottom of each page and confirm the booking, you should see a green bar that will say 'Your bookings are confirmed' and receive an email confirming the details.
- c) Click '**logout**' in the top right hand corner to log off the system.

Yours sincerely

Michael Gleeson  
Executive Principal