



Dear parents and carers,

As you will be aware we are holding a parents' evening for Year 11 students on the evening of the 27<sup>th</sup> March from 4.00pm until 7.30pm. This evening will give parents and students a chance to sit down and have 5 minute appointments with subject teachers. These appointments will be incredibly useful in helping students ascertain exactly what they need to do to progress further and be successful in this summer's exams.

We are hopeful that all students and parents will attend and take advantage of this wonderful opportunity. These conversations will make a real difference to students in what will be the final few weeks before the start of the exam season.

The appointments for parents evening will be held in and around the school's Main Hall and a map for the location of staff will be provided on the evening. Students are expected to attend but they do not need to be in school uniform.

We are offering an online booking system for these appointments and instructions for how to book your appointments are attached.

If you have any further questions please do get in contact as soon as possible.

Yours sincerely,

James Gosden

Acting Deputy Head

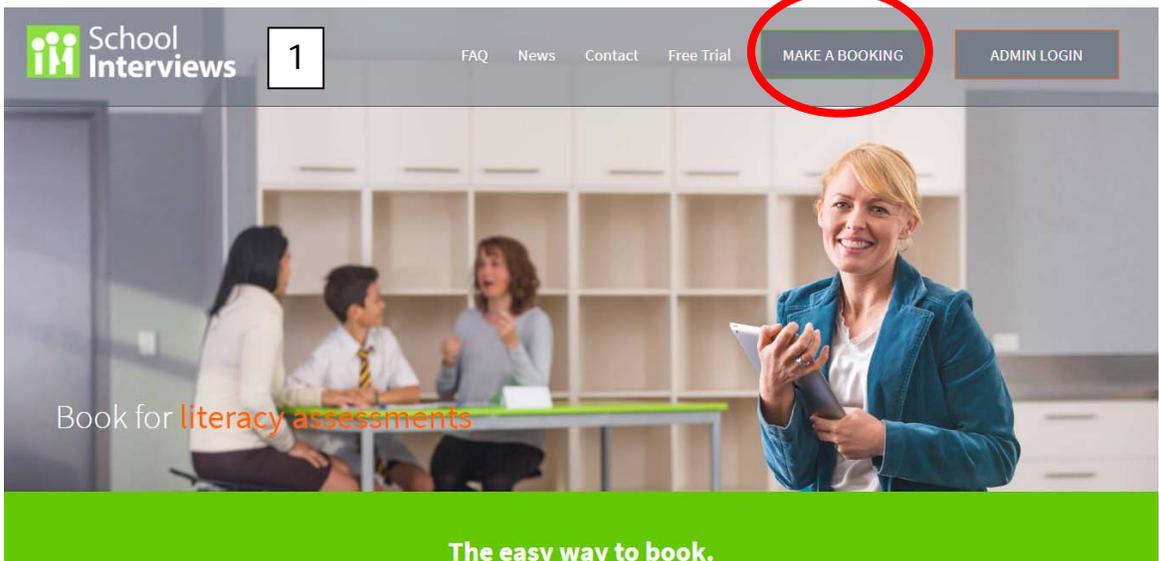
**Headteacher: Mrs. Vanessa Whitcombe**

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Dear Parents

Go to [www.schoolinterviews.co.uk](http://www.schoolinterviews.co.uk) and follow these step by step instructions (screen shots are on the next page).

1. Click on "Make a Booking"
2. Enter the event code given to you by the school for this event. Event code is: **wbb3s**
3. Enter your details: Email Address, Parent name, Number of students, Student Name
4. Choose all of the subjects (and then the teachers) you wish to see
5. Choose times for each appointment

### **BOOKINGS CLOSE Friday 23rd March at 4pm**

You can change your appointment bookings at any time prior to the closing date, by re-visiting the [www.schoolinterviews.co.uk](http://www.schoolinterviews.co.uk) website from the SAME COMPUTER you made the original booking on, and using the event code. **Remember to use the same computer, name and email address, you used when you made your original booking.** If you wish to change your appointment times after the closing date or are away from the original computer you should contact the school directly on: 01440 705501.

When you click **finish**, your appointment timetable will be emailed to you automatically - **check your junk mail folder** if you do not receive your email immediately.

You can return to [www.schoolinterviews.co.uk](http://www.schoolinterviews.co.uk) at any time from the same computer to change your appointments until bookings close.

If you don't have access to the internet, please call Castle Manor Academy to book appointments. Appointments with each staff member are strictly 5 minutes.

