

**To Parents/Carers of Students in Years 12**

24<sup>th</sup> October 2023

Dear Parent/Carer,

**Year 12 Virtual Parents' Evening - Thursday 7<sup>th</sup> December 2023**

Year 12 Parents' Evening is taking place, virtually, on Thursday 7<sup>th</sup> December 2023. The evening will run from 5.00pm to 8.00pm.

The school has an online appointment booking system, which allows you to choose your own appointment times with teachers. You will receive an email confirming your appointments. Please liaise with your child to ensure you book to meet teachers from every subject that your child takes.

**Please ensure you only book with one teacher per subject.**

The booking system is now live and appointments can be made.

Please visit <https://SaintCecilias.parentseveningsystem.co.uk> to book your appointments. A short guide on how to book appointments is included with this letter. Also attached is a guide on how to attend appointments over video call.

Yours sincerely,

**Paul Bishop**  
**Assistant Headteacher, Director of Sixth Form**