

April 2018

Dear Parents/Guardians

**Re: Year 9 Parents' Evening – Wednesday 16<sup>th</sup> May 2018 between 5.00pm and 8.00pm  
Student Name**

I would like to invite you to our Year 9 Parents' Evening on Wednesday 16<sup>th</sup> May 2018. The meeting with your son's/daughter's subject teachers will be between 5.00pm and 8.00pm.

It will be possible to make one appointment per subject teacher. **Bookings can be made from 8am on Monday 30<sup>th</sup> April 2018.**

The link can be found on the Parents' page of the school website. Alternatively, you can type the following directly into your browser:

<https://kingsofwessexacademy.parentseveningsystem.co.uk/>

When logging into the booking system, please ensure that you enter your title, first name, surname and email address. This information is mandatory and these details will be used to access your details on the Parents' Evening Booking system. The phone number is optional. You will also need to enter your child's first name, surname and the secure login code below:

Login Code: **1234 5678**

Once you have booked your appointments, you will receive email confirming the details. If you wish to amend your appointments, either click on the link contained in the confirmation email, or enter via the link above, using the same login details as before. Please ensure that you enter your login details correctly.

A user guide to the Parents' Evening system is available on the Parents' page of the website. If you have any difficulty using the online booking system, then please contact the office on 01934 742608. You will then be assisted with using the booking system.

All appointments must be made online by **4pm on Monday 14<sup>th</sup> May 2018.**

Limited car parking is available at the main academy car park (staff cars will be removed allowing additional space). Please only park in designated car parking spaces, in particular, **please do not park around the bus loop**, access may be required for coaches returning from school trips. Thank you for not using the leisure centre car park which is reserved for King Fitness patrons, alternative parking is available in public car parks nearby and you should please ensure you allow plenty of time to park prior to your first appointment. To assist in your appointment planning, a map indicating teacher locations is printed on the reverse of this letter.

We look forward to seeing you on the Wednesday 16<sup>th</sup> May 2018.

Yours faithfully



**Kay Lewis  
Year 9 Leader**



The Kings of Wessex Academy  
**Parents' Evening System**  
Welcome to the The Kings of Wessex Academy parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

**Your Details**

Title  First Name  Surname   
Email Address  Phone Number

**Child's Details**

First Name  Surname  Login Code

[Administrator Login](#)  
[Teacher Login](#)

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