

January 2024

Dear Parents/Carers

**Re: Year 9 Parents' Evening – Thursday 22 February 2024 between 4.00pm and 7.00pm**

We would like to invite you to our face-to-face Year 9 Parents' Evening on Thursday 22 February 2024. The meetings with your son's/daughter's subject teachers will be available to book between 4.00pm and 7.00pm.

It will be possible to make one appointment per subject teacher. Each appointment will last for five minutes, bookings can be made from **7.00am on Monday 29 January 2024**.

The link to book appointments can be found on the Parents' page of the school website or on Firefly. Alternatively, you can type the following directly into your browser: <https://kingsofwessexacademy.parentseveningsystem.co.uk/>

When logging into the booking system you will be required to use your Firefly login. Subjects will be based either in the hall or café. Please find attached details of where each subject will be located to help you plan your timings.

Once you have booked your appointments, you will receive an 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 6.00pm on Friday 16 February 2024.

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 please do not park around the bus loop. There will be additional parking on the school tennis courts which can be accessed via the Kings Fitness and Leisure car park. Thank you for not using the leisure centre car park, which is reserved for King Fitness patrons. Please ensure you allow plenty of time to park prior to your first appointment.

We look forward to seeing you on Thursday 22 February 2024.

Yours sincerely



**Rachel Hopwood**  
Deputy Headteacher