

PENAIR SCHOOL

<http://www.penair.cornwall.sch.uk/> 01872 274737 | enquiries@penair.cornwall.sch.uk

A company limited by guarantee registered in England & Wales Number 07557657 Registered Office

Penair School,
St Clement,
Truro
Cornwall
TR1 1TN

Our ref: HL/BD/18 October 2018

Dear Parent/Guardian

YEAR 7 TUTOR PARENTS' MEETING

We are pleased to invite you into school on Thursday 01 November 2018 between 2.00 pm - 6.30 pm to meet with your child's tutor.

This is an important opportunity for a conversation about how your child has settled at Penair and to discuss any issues. The meetings will take place in the Library. The appointments will be for a duration of 10 minutes.

Year 7 will be taking part in a group activity after lunch and your child can join you for your appointment with their tutor.

All appointments need to be made with our online booking system which allows you to choose when you can meet with your child's teacher. To book online put the following link into the **address search bar**. Alternatively go the school website and use the link on the notice board on the home page.

<http://www.parents-booking.co.uk/penair>

When you go online to make appointments you will need:

Your own name

Your child's first name and legal surname. Preferred names will not be recognised.

Your child's date of birth

You can book for these meetings from today **until 12 noon on Wednesday 31 October 2017**. After that time it will not be possible to book appointments.

Troubleshooting Tips - Please read before Booking!

The child's date of birth has to be entered in exactly the right format eg using four digits for the year of birth - 12/06/2002

You must enter your exact details e.g. if you are known as Ms, Mrs would not be recognised.

The email address you enter is only to get a confirmation of your appointment. If the system is saying it does not recognise you, it will not be the email address that is the problem as the system does not hold your email address.

If you are unable to book at home or online, please call the school and speak to Mrs Vingoe (01872 245133) who will be able to assist you in making your booking.

Miss Dawson will also be available should you wish to discuss something you did not have time to explore with the form tutor. There will be an opportunity to meet with subject staff at the Year 7 Parent Teacher Consultation Evening in the Spring Term.

Ms Valles, SENCo, will be available to discuss any issues related to Special Educational Needs or can be contacted at any time via email cvalles@penair.cornwall.sch.uk.

In the past we have found this to be a very productive event and we do hope you will be able to come.

We look forward to seeing you again.

Yours sincerely



Mrs H Logan
KS3 Academic Progress Leader



Miss B Dawson
KS3 Pastoral Leader