



25th January 2023

Dear Parents and Carers,

Following the message shared with you via text, this letter is to confirm the arrangements for the Sixth Form Parents' Evening on Wednesday 8th February. The evening will run from 4.45pm to 7.00pm at the Academy.

The booking system, via EduLink One, will be available from 6.00pm on Wed 25th January, and it is important that you book your appointments as soon as possible to ensure you have the opportunity to meet with subject teachers. If you need any support accessing EduLink One, please email helpdesk@asachelt.org

We have put the following safety procedures in place to facilitate the evening:

- An appointment booking system.
- Meetings will take place in the classrooms, spread out across the ground floor of the Academy to prevent large gatherings in enclosed spaces.
- The Academy building and classrooms will be well ventilated.
- A two minute interval will be provided between each appointment.
- Meetings will be kept to five minutes.

We would very much encourage all parents/carers to attend to review the progress their son/daughter has made so far this academic year. We will also provide you with a paper copy of your child's full report to review during the evening.

If you would like to discuss the arrangements or have any questions regarding this event, please contact Mrs Cain, Head of Sixth Form (ccain@asachelt.org)

Thank you in advance for your support in attending and supporting our procedures for this forthcoming Parents' Evening.

Best wishes

Mr D McNiffe
Principal