



**EXECUTIVE HEADTEACHER**

Mr K Ford

**HEAD OF SCHOOL**

Mr G Pendlebury

27<sup>th</sup> February 2025

Dear Parent/Carer

**Year 9 Virtual Parent and Carer Evening – Monday 17<sup>th</sup> March**

I would like to invite you to attend the Virtual Parent and Carer Evening with Great Marlow School on Monday, 17<sup>th</sup> March between 3.30-7.30pm.

This is an important evening and provides you with an opportunity to meet, remotely, with your child's subject teachers and to discuss your child's progress, attitude to learning and their suitability to take individual subjects as GCSE options. I would also like to add to this, that while parent and carer evenings are invaluable opportunities to obtain this feedback, please feel free to contact your child's teachers directly if you have any questions or to discuss your child's progress at any stage throughout the school year.

Unfortunately, Miss Coates in the Geography Department will not be available on the evening, please do contact her directly to discuss your child's progress. In addition, please be aware that Mr Pusey our Teacher of Computing teaches almost the entire year group and therefore we would ask parents and carers to only book appointments with Mr Pusey if your child is seriously considering choosing Computing as one of their GCSE options.

### The Booking System

The school has an easy-to-use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments can be made from **Tuesday 4<sup>th</sup> March at 6pm and will close on Wednesday 12<sup>th</sup> March at 12pm.**

Should you wish to make any changes after this date please contact the school office.

Please visit <https://greatmarlow.parentseveningsystem.co.uk/> to book your appointments, a short guide is on the system if you have any problems. Login with the following information:

- Parent/Carer Surname
- Student's First Name
- Student's Surname
- Student's Date of Birth

**Other information about the online booking system:**

- To manage capacity of the online system, parents and carers **may book up to 8 appointments** with subject teachers.
- We are aware that there are a limited number of slots for each member of staff and sometimes there are no appointments available.
- Please add your name to the waiting list for that member of staff. Alternatively, if an appointment does not become available, the member of staff will be in touch to discuss the progress of your son or daughter.
- In the same way we are aware that limiting the number of appointments you can make to 8, means that you cannot make appointments with all your child's teachers on the evening.
- Please email any teachers directly if you are not able to meet with them on the evening and would like to discuss your child's progress.
- In the event of any technical issues, we are unlikely to be able to rearrange the appointment on the evening, as most teachers will have 25+ appointments at 5-minute intervals throughout the evening.
- The member of staff will, however, contact you after the event to organise a mutually convenient time for the appointment.
- Please be aware that after 5 minutes the appointment will automatically end. There will be a countdown, but it can feel a little abrupt.
- The teacher is automatically moved to the next appointment by the online system.

I hope this evening runs smoothly and is a positive experience for all. Many thanks for your continued support and we look forward to welcoming you all to the virtual Parent/ Carer Evening for your child.

Yours faithfully

**Mrs N Pendlebury**  
**Director of Learning Year 9**