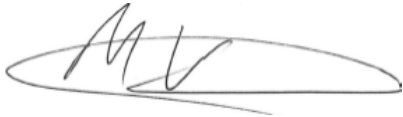


The appointments will go live on **16th October 2023** at **7pm** and will be sent in a separate letter via email. We are sending this letter in advance to give you the opportunity to familiarise yourself with the process and to ensure you have your child's Google login (which can be found in their planners) ready in advance.

Should you require any support, please do not hesitate to contact us in school. This is a process which has worked well in several of my other schools and has made the process much quicker and easier for all involved.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'MV', enclosed within a large, horizontal oval shape.

Matthew Vickers
Lead Principal