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Cottingham High School  
and Sixth Form College



**14 November 2022**

Dear Parent/Carer

**Year 11 Parents' Evening - Wednesday 7 December 2022 at 4.00-7.30 pm**

On Wednesday 7 December 2022 we shall be holding our Year 11 Parents' Evening. We hope that you will be able to attend this important event when subject teachers will be setting out specific action points to help your child achieve his/her target grades. Students are invited to accompany their parent(s).

Please visit <https://cottinghamhighschool.parentseveningsystem.co.uk> to book your appointments. If you do not have access to the internet, please contact the school office on (01482) 847498 who will be happy to add appointments on your behalf.

To ensure that appointments keep to time and to maximise the availability of staff we will be sticking firmly to 5 minute appointments with 1 minute changeover time as was used when the parents' evenings were online. Teachers will be available from 16.00-19.00 or 16.30 to 19.30. Should you wish to discuss something in particular, please indicate this on the booking platform. If you are unable to discuss all matters in the time slot or are unable to make an appointment with a particular teacher, you will have the opportunity to inform the Head of Year who will arrange for further information to be shared after the evening.

To assist us with our arrangements for the Parents' Evening, including fire regulations, we request that all parents arrive comfortably before the first appointment to sign in and sign out on departure.

We look forward to seeing you.

Yours faithfully

**David Clement**

**Assistant Headteacher (KS4)**

