



7 January 2020

Dear Parents/ Carers

Year 9 Options Evening: Thursday 16th January 2020

Year 9 Parents Evening: Thursday 23rd January 2020

I would like to take this opportunity to invite you and your child to our Options Evening taking place on Thursday 16th January between 6.00-8.00 pm followed by our annual parents' evening on Thursday 23rd January between 4 – 7 pm.

During the options evening, key information regarding the options process will be outlined; there will be an opportunity to visit all subject areas and speak to staff directly about each of the courses we have on offer. All students will be issued with an options booklet and their options form, which they will need to complete and return to the school reception by Friday 7th February.

The parents' evening will give you a further opportunity to speak to staff about options and find out about your child's progress in each subject. Booking for each staff member is now available via the *Portal*.

If you have not received your login details for the *Portal*, please contact the school by phone or email (secretary@stdunstansschool.com) and provide us with your most recent email address which will allow us to send you the relevant link. If you have any further issue with accessing the *Portal* then please do not hesitate to contact us so we can help further.

Each appointment slot is 5 minutes long, and there will be 5 minutes movement time automatically allocated between each slot.

Please find enclosed with this letter an instruction guide for the use of the *Portal* to manage your appointments. There is a direct link to the *Portal* on the schools website.

Yours sincerely

Luke Perfitt
Assistant Headteacher