



# KINGSWOOD SECONDARY ACADEMY

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 @KingswoodAcad

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Dear «Parental\_Salutation»

## RE: «Forename» «Surname» «Reg» Year 8 Options and Parents' Evening

We are holding a combined Parents and Options evening on **Thursday 23 January 2020 4.30pm – 7.00pm**. All Year 8 students are participating in an options guidance programme and should soon be in a position to make informed choices after further discussions with you. As part of this programme, we would like to invite you and «Forename» to the above evening. There will also be option subject stalls in the Atrium where staff and Sixth Form students will be able to provide further information about subjects at Key Stage 4. During the evening, you will receive a comprehensive curriculum guide called '*Options 2020*'. This will explain in detail the range of courses on offer in Key Stage 4. We use an online appointment system which enables you to make an appointment with «Forename»'s individual subject teachers on the evening: <http://kingswoodsecondaryacademy.parentseveningsystem.co.uk/v2/>

In addition to making appointments with individual teachers, there will be three 15 minute formal presentations in the Main Hall (at 5pm, 6pm and 7pm) when you will have the opportunity to find out more about the options that «Forename» will have next year. Please reserve a place for **one** of the 15 minute presentation slots by choosing 'event' on the online booking system and do not book a teacher's appointment at the time you have chosen.

The online facility will be open to make appointments from 9:00am on Monday 13 January until 12 noon on Thursday 23 January. **The login details are your name and email address and your child's name and date of birth.** Please choose the 'Year 8 options and parents' evening' and follow the on-screen instructions for making appointments and choose 'event' to reserve a place at one of the presentations. If you are unable to use this system «Forename» should speak to the Year 8 Office directly to make appointments. We trust that you will be able to join us on this very important evening and I look forward to seeing you then.

Yours sincerely



**Mrs M Newman**  
Principal