

Senior Boys

Merchant Taylors' Schools
Liverpool Road, Crosby, Liverpool L23 0QP
Telephone: 0151 928 3308

Headmaster: David Wickes MA (Oxon)



**MERCHANT
TAYLORS'
SCHOOLS**

For Boys and Girls
aged 4 to 18 years

November 2019

Dear Parent(s)/Guardian(s)

Lower Sixth Parents' Evening
Tuesday 26th November 2019 - 4.45pm – 7.30pm

I am writing to invite you and your son to the Parents' Evening on **Tuesday 26th November 2019** at 4.45pm. In a change from previous years your individual meetings with subject teachers will take place in departmental classrooms. Given this, please do allow at least 5 minutes in between appointments so that you have enough time to move to each department. It is very important that your son takes ownership of his learning journey in the Sixth Form. Therefore, not only should he be present with you but he should take a leading role in any discussion.

Please refer to page 2 of this letter for instructions on how to book your appointments online. If your son is taught by a member of staff from MTGS it would be helpful if you could arrange these appointments first. MTGS teaching staff will be based in the Library.

Registration for the evening will take place in the foyer under the Clock Tower.

We look forward to seeing you.

Yours sincerely

D Wickes
Headmaster

**APPOINTMENT BOOKING SYSTEM FOR
LOWER SIXTH FORM PARENTS' EVENING TO BE HELD ON
TUESDAY 26TH NOVEMBER 2019**

The link below will take you through a quick process, so you can reserve your preferred times – one 5 minute slot with each teacher. As it is on a 'First Come First Served basis' you may find your preferred 5 minute slot is already taken, but there are many to choose from.

Please note that after the deadline date of [Sunday 24th November 2019](#) you will not be able to book any appointments.

It is quite self-explanatory, but herewith some simple instructions:

<https://www.trybooking.co.uk/8912>

A couple of helpful hints before beginning the process:

- Keep a note of the teachers and times you have chosen to make sure you don't double up - (there is a list at Checkout too).
- Don't go through Checkout until you have selected all your appointments.

1. Press CTRL key and click on the link above to access the Homepage which highlights Lower Sixth Form Parents Evening
2. Click: 'Book Now' to access a list of subjects.
3. Select your first subject / teacher.
4. Select your preferred time –all the 5 minute intervals are listed on the left hand side. Simply click the seat next to your preferred time. It will turn green. (please note the seat number is the timeslot). .
5. Click 'buy more tickets' until you have selected all relevant teachers.
6. You will then be directed to Checkout which will highlight the subject, teacher and time selected
7. Once completed, you will receive an automated email with all your appointments confirmed in booking tickets for ease, so you can print them off and have them on the evening.