



January 2020

Dear Parent(s)/Guardian(s)

**Year 10 Parents' Evening**  
**Tuesday 11<sup>th</sup> February 2020 from 4.45 – 7.30pm**

I am writing to invite you to the Parents' Evening to be held on Tuesday 11<sup>th</sup> February 2020, from 4.45 – 7.30pm. Both Form Tutors and Subject Teachers will be present in the Williams Hall. Boys are warmly invited to take part and are expected to attend in school uniform.

Please refer to page 2 of this letter for instructions on how to book your appointments online. Please may we ask that you try to stick to time once the appointments have been made to ensure that the evening runs smoothly.

I will be available throughout the evening, along with Mr Andrews (Deputy Head Academic) and Mr Yates (Head of Middle School) to answer any questions you may have.

Yours sincerely,

D Wickes

## **YEAR 10 PARENTS' EVENING – TUESDAY 11<sup>TH</sup> FEBRUARY 2020**

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 **Thursday, 6<sup>th</sup> February 2020** you will not be able to book any appointments.

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

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

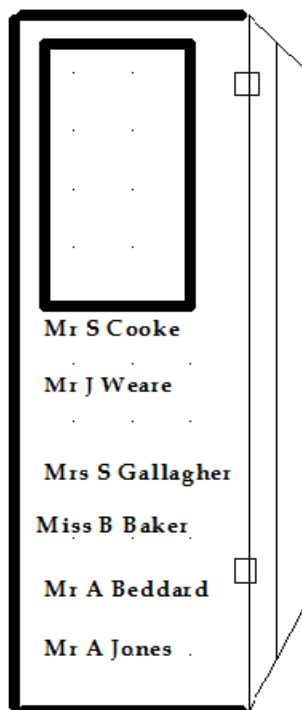
### **A couple of helpful hints before beginning the process:**

- 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. Click on the link above to access the Homepage which highlights Year 10 Parents' Evening
  2. Click: 'Continue Booking' to access a list of subjects.
  3. Select your first subject.
  4. Then choose your appropriate Teacher
  5. 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). .
  6. Click 'buy more tickets' until you have selected all relevant teachers.
  7. You will then be directed to Checkout which will highlight the subject, teacher and time selected

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.

Year 10 Parents' Evening  
 Tuesday 11th February 2020  
 Teachers are seated as indicated

# Plan of Williams Hall



Mr D Williams	Mr C Harrison	Mr M Cooper	Mr J Green Mr N Hunt	Mr O Harkness
Mr G Bonfante. Miss J Whitehead Mr O Jacques FT 10J		Miss Finnegan Mrs C Lewis Mrs L Coleman Mr M Stanley Mr J Sellick FT 10S		Mrs A Edwards Learning Support Mrs S Rohrer Miss H Hoath Mr P Fentem Mrs G Eden Mr A Scott Mrs M Taylor-Goy Mr S.G Fletcher Mr R Yates Biology Head of Middle School
Mr M Pye Mr M Toney				
Ms M Liang	Mr R Fawcett FT 10F	Mr Higham FT 10Hi		
Mrs C Byrne Dr C Clay Dr I Buschmann Dr S Hardy		Mrs C Peacock Mrs J Marshall Mrs C Hunt Mr O'Brien Mrs M Cunliffe		
Mrs C Croxton	Mr D O'Malley	Mr J Heap		

Stage

Entrance

ENQUIRY DESK

Williams Hall Foyer

Coffee

