



ST. MARY MAGDALENE
C OF E SIXTH FORM
PENINSULA CAMPUS
*Excellence through innovation,
founded in faith since 1840.*

FEDERATION EXECUTIVE CO-HEADTEACHERS
Mrs Claire Harrison and Mrs Victoria Wainwright

Monday 16th December 2024

Dear Parent/Carer,

Year 13 Parents Evening –Thursday 16th January 2025 - Appointment Booking

I would like to invite you to attend our Parents' Evening on **Thursday 16th January**. This evening provides an excellent opportunity for you to meet with your child's subject teachers and discuss their progress as they approach the final stages of their studies.

Appointments can be made from **Monday 16th December 2024** and will close on **Wednesday 15th January 2025**. You will receive an email confirming your appointments. Your appointment will be **face-to-face meetings** in teacher's classrooms (you will receive a guide map on the day). Each appointment will be approx. **10 minutes**, please ensure you are prompt to your appointment.

We encourage you to attend, as this is a crucial time in your child's academic journey, and your involvement and support are vital to their success.

To book an appointment to see your child's teachers:

Please log in to Arbor, select guardian consultations and follow the steps:

1. Log in to Arbor, select guardian consultations
2. Choose the available meeting at the bottom of the screen with date

Thursday 16th January 2025

3. Choose your child's teachers and what parent will be attending
4. Book a time suited to you
5. Confirm the slot by pressing yes to receive confirmation email.

Make sure you book your parents evening **ASAP** to ensure you get your preferred time slots, if you do not have access to the internet and need the school to book your appointments for you please contact the Sixth Form Team on info.sixthform@koinoniafederation.com or contact on 0203 873 5555 and a member of our staff will be happy to assist with your booking.

We look forward to seeing you then.

Yours sincerely

Mr O Marshall
Director of Sixth Form

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