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**ELLIS  
GUILFORD  
SCHOOL**  
*Creative  
Education  
Trust*

Tuesday, 12<sup>th</sup> December 2023

Dear Parents/Carers

**Re: Year 11 Parents' Evening: Wednesday 17<sup>th</sup> January 2024, 4pm – 7pm.**

As we embark on a crucial phase in your child's academic journey, I am pleased to invite you to join us at our Year 11 Parents' Evening on **Wednesday, 17<sup>th</sup> January between 4pm and 7pm.**

This is a critical event in the school calendar as it is about home and school working together to ensure your child maximises their success in the summer exams.

The evening is tailored to provide valuable insight into their progress, strengths, and areas where a little extra support might go a long way, following the PPEs that pupils have recently taken. Our teachers, head of year 11 and senior leadership team will be there to engage in meaningful conversations, addressing any concerns you may have and collectively planning for your child's continued success.

You will be able to make appointments between 4pm and 7pm, and we will serve food in the canteen between 3.30pm and 5pm, if you would like to grab something to eat either before, during or after your appointments.

The meetings will take place in the Guilford building with 5 minutes per appointment. Appointment times will be strictly managed to ensure that parents can see as many teachers as possible. We recommend you leave 5 minutes between appointments to give you time to move to your next appointment. Our SEND team will also be available to answer any questions you may have regarding exam access arrangements.



Please make your appointments using the online system:

<https://ellisguilford.schoolcloud.co.uk/>. A step-by-step guide can be found on the reverse of this letter. If you need any help or support with making appointments, please don't hesitate in contacting the school on 0115 913 1338 and our admin team will gladly help you through this process. Bookings will be available from **Wednesday, 13<sup>th</sup> December 2023**.

We look forward to welcoming you on Wednesday 17 January 2024.

Yours faithfully,

Mr D Fugill  
Vice Principal