



The Talentum Learning Trust

**Westwood
College**

**Westwood College, Westwood Park, Leek,
Staffordshire ST13 8NP**

telephone 01538 370930
email www.office@ttl.org.uk
website <http://www.ttl.org.uk>

**CEO & Executive Headteacher: Mr A Shaw
Headteacher: Mr M Taylor**

Our Ref: TYL/RDR/jc

March 2020

Dear Parent/Carer

YEAR 11 PARENTS' EVENING - Online Appointment Booking

We would like to invite you to attend our Parents' Evening on Thursday 12th March 2020 from 5.00pm to 7.00pm. This is an important evening and provides you with an opportunity to speak to your child's subject teachers about their progress.

The school continues to use an online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments can be made from **11.55pm on Tuesday 3rd March 2020 and will close on Monday 9th March 2020 at 11.55pm**. You may choose to see up to 7 members of staff but please only make one appointment per teacher. Please check with your child which member of staff is currently teaching them, or please contact the office if you need further assistance.

Please visit <http://bit.ly/wwcPES> to book your appointments (a short guide on how to add appointments is attached). Login with the following information:

Students Legal Forename

Students Legal Surname

Date of Birth (via the drop down boxes)

If you do not have access to the internet, please contact the school office (01538 370930) who will be happy to add appointments on your behalf.

Yours faithfully

Mr M Taylor
Headteacher