



18 November 2020

Dear Parent / Carer

Year 11 Virtual Parents' Evening - Online Appointment Booking

I would like to invite you to attend our Year 11 Virtual Parents' Evening on 3 December 2020. This is an important evening and provides you with an opportunity to meet with your child's subject teachers.

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

Given the current climate, a virtual appointment system will run. This means you will remain at home and speak with your child's teacher through an online video call. The calls will run through the appointment booking system. Please see the attached document for further guidance on how this will work.

The online booking system is now open and closes on 2 December at midnight.

Please visit <https://buttershaw.parentseveningsystem.co.uk> to book your appointments. A short guide on how to add appointments is included with this letter. Log in with the following information:

- Your details - first name, surname and email address
- Your child's details - first name, surname and date of birth

Yours sincerely

M White

Miss M L White
Achievement Leader - Year 11
Buttershaw Business and Enterprise College



AMBITION



RESILIENCE



COURTESY



KINDNESS