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Waunfawr  
Aberystwyth  
Ceredigion

17<sup>th</sup> March 2021

Dear Parent / Guardian

### YEAR 7 FORM TUTOR REVIEW

The Year 7 Form Tutor review is due to take place on **Thursday 25<sup>th</sup> March**. All appointments will be made by telephone. To book an appointment with the form Tutor, you will need to access your ParentMail account and enter the Parents Evening menu which will be found on the left hand side of the screen. The booking window will open at 3.00pm today and will close 24 hours prior to the event starting.

Once you have made your appointment please ensure you write the telephone number you wish to be contacted on in the 'NOTES' box which is allocated at the top of the booking page

Mr. Daniel, Head of Year 7, will also be available during the evening and an appointment can be made through the same booking process.

If you are experiencing any issues with booking appointments, please do not hesitate to contact me on [cej@penglais.org.uk](mailto:cej@penglais.org.uk)

Yours faithfully

*Miss C. Jones*

**MISS CARA JONES**  
*Student Services Manager*

*Pennaeth / Headteacher:- Ms Mair Hughes*

