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17 March 2020

Dear Parents/Guardians

RE: CANCELLATION OF YEAR 7 PARENTS' EVENING – WEDNESDAY 25 MARCH

Unfortunately, after careful consideration we have decided to cancel the upcoming Year 7 Parents' Evening, due to the current concerns over transmission of the Coronavirus. If it is possible we will attempt to reschedule it later in the summer term.

Year 7 Reports will be issued the week of 23 March 2020. If you have any major concerns after receiving your son's report, please contact his teachers via email to discuss these. All contact details for your son's teachers have been placed on INSIGHT for you to access. This email link will be **available for four days after the Year 7 Reports are published.** Please see instructions below:

- Login via your **Parent Login** to INSIGHT.
- *From the Parent menu select **General -> Teacher Information.***
- *There is a contact tag under each teacher, click the tag and it will bring up the email box.*
- *Complete your message and then press OK.*

Many thanks for your co-operation.

Regards

Mr D Brown
Head of Lower School