

7 January 2026



OXTED SCHOOL

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Dear Parents/Carers

Year 7 Virtual Parents' Evening Thursday 22 January 2026

I am pleased to invite you and your child to meet Year 7 subject teachers at a virtual Parents' Evening on **Thursday 22 January 2026**. The evening will start at **3.30pm and finish at 7.30pm**.

Our upcoming Parents' Evening is an opportunity to build on the conversations with tutors at the Academic Review Day. Teachers will share feedback, offer guidance, and explore next steps to support progress. Your insight is essential, and we look forward to you joining us.

The school operates 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. Please identify with your child the teachers with whom you would like to speak.

Please note: When using the booking system, parents will find that they are restricted to a maximum of 8 appointments. This is to ensure that all families within the year group have access to a similar number of appointments. In the case of shared classes, one teacher will be allocated for appointments.

Appointments can be made from Thursday 15 January at 5pm.

Please visit <https://oxtedschool.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 (including your full name)
- Student's first name
- Student's surname
- Student's date of birth

If you do not have access to the internet, please let us know and we will try to add appointments on your behalf. If you do have any questions, please contact the Year office who will be happy to help.

Each appointment will be for five minutes; this will be signalled by a countdown at the top of your screen. The purpose of keeping to five minutes is to ensure that parents are not being kept waiting to see a particular member of staff and, therefore, miss other appointments. The appointments end exactly five minutes after the scheduled starting time.



Principal Mr M M J Devenney, BA (Hons), MA, NPQH, NPQEL

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If you feel you would like a longer conversation in relation to your child's progress or if you have other concerns, we ask that you make a further appointment with the member of staff so that a longer period can be set aside for you on another day. This will give you the opportunity to discuss matters in more depth.

We very much value the opportunities that Parents' Evenings provide to work with you in the best interests of your child. If you are unable to attend the evening, we may contact you to discuss any concerns we might have about their progress. You may, of course, choose to contact the Form Tutor or subject teacher directly yourself if you have concerns.

Yours sincerely



Ms G Griffin
Assistant Principal



Mrs L Singleton
Head of Year 7