



18 January 2022

Dear Parent/Carer

**Year 8 Parents' Evening - Thursday 10 February 16.00-19.00**

This evening will be an opportunity for you to meet with your child's teachers to discuss their progress in each of their subjects.

As mentioned in earlier communication, you are now able to book appointments for Parents' Evening through our School Synergy platform. Please do so by **Friday 4 February**.

The attached leaflet gives some details of how to do this [Parents' Evening - Guide](#), or follow the instructions below:

Log into Synergy (<https://heanorgate.schoolsynergy.co.uk>) using the account you have recently set up and click the Parents' Evening tab in the top right corner. You should then be able to see a list of your child's subjects/teachers available for appointments. As you click on each of these, you will be given a list of available appointments for that teacher. Simply click on the time slot you would like and the appointment will be in the system. This can then be repeated for your child's other subjects.

If you need any help in making appointments or you cannot access Synergy, please contact [synergysupport@heanorgatespencer.com](mailto:synergysupport@heanorgatespencer.com)

I look forward to seeing you on **Thursday 10 February**.

Yours sincerely

**Miss L Hulland**  
Year 8 Achievement Leader