



14 February 2022

Dear Parent/Carer

Our first face-to-face parents' evening for Year 10 on Thursday 10 March is fast approaching. Our students are completing their assessments this week which will give subject teachers a clear picture of their progress to date on their GCSE courses and a projected grade for the end of Year 11.

At this stage in our students' secondary education, communication with you at parents' evening is a key factor in your child's success at the end of Year 11. Their current progress will be shared with you, together with how you can support them over the next 12 months and detailed information about what each student needs to do to ensure they fulfil their potential. With this in mind, it is essential that we secure appointments with all the subject teachers you wish to see.

As mentioned in earlier communication, you are now able to book appointments for parents' evening through our School Synergy platform.

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

We look forward to seeing you all.

Yours sincerely

Mrs Boyle
Achievement Leader – Year 10

Mr Stone
Assistant Achievement Leader – Year 10