



14 February 2022

Dear Parent/Carer

Year 7 Consultation Evening – Thursday 3 March 2022

I am writing to inform you of the upcoming parents' evening on Thursday 3 March 2022. This will be a good opportunity for you to be able to meet your child's teachers, understand how they have settled into Heanor Gate and also discuss their progress following the recent assessments they have completed.

As mentioned in previous communication, we are now using our School Synergy platform for parents' evening appointments. To do this follow the instructions below:

- Log into Synergy (<https://heanorgate.schoolsynergy.co.uk>) using the account you have recently set up.
- 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.

The appointment system has gone live on School Synergy and we ask that you make appointments by 3pm on Thursday 17 February 2022. If you need any help in making appointments or you cannot access Synergy, please contact synergysupport@heanorgatespencer.com.

If you are unable to attend this event or have any concerns, please do not hesitate to contact Nicola Wainwright, Assistant Achievement Leader via email at nicolawainwright@heanorgatespencer.com

Yours sincerely

Mrs R Saunders
Associate Assistant Principal