

Our Ref: RP/AD/Yr7SettlinginEvening

Date: 28th September 2023

Dear Parent/Carer of XXXXXXX,



**Dame Elizabeth
Cadbury School**

Respect. Aspire. Believe. Commit
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Dame Elizabeth Cadbury Year 7 Settling in Evening

I would like to invite you to the first Year 7 parental event of this academic year which will be held on **Thursday 19th October** from **4:30pm-6:30pm**. This will be an opportunity to meet with your child's form tutor and discuss their start at Dame Elizabeth Cadbury and also provides a platform to ask their Head of House any questions you may have.

This event will be conducted via a five-minute appointment with your child's form tutor. In preparation for this, you will be required to log in to our virtual site and book appointments with the tutor before the event. The booking system will operate on a **first come, first served basis**.

Booking system opens: 2nd October 2023 at 8am

Booking system closes: 19th October 2023 at 3pm

How do I book?

Please find a step-by-step guide on how to book appointments on the following page.

To book appointments you require a **unique login code: XXXXXXXXX**

I look forward to a successful evening and do hope you are able join us. If you have any questions regarding the Settling in Evening, then please email: enquiry@decschool.co.uk

Yours sincerely,

Mr R Prime
Headteacher



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Dame Elizabeth Cadbury School



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