



Friday 8th March 2019

Dear Parents

Spring Term Parent Consultation Evenings - Online Appointment Booking

I would like to invite you to attend our Parents' Evening on **Tuesday 2nd** and **Wednesday 3rd April** from 3.40pm – 6.30pm.

These meetings will provide you with the opportunity to have a look at your child's books and see the work they have been completing and then to talk about the progress made to date. They will also provide you with the chance to consider future targets and the ways you can get involved to support your child with these.

Both evenings will take place in the hall; however your child's books will be out in their classrooms.

Interviews will last ten minutes and we do ask you to keep to those times. If there is an issue that needs further discussion, we would be more than happy to make another appointment.

The school is continuing with an intuitive and easy to use online appointment booking. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

The booking system will allow appointments to be made from 9.00am on Tuesday 12th March and will close on Friday 29th March at 3.00pm. Should you wish to make any changes after this date please contact the school office.

Please visit <https://whitehill.parentseveningsystem.co.uk> to book your appointments. (An **updated** short guide / reminder on how to add appointments is included with this letter.) You will be asked to log in with the following information:

Student's First Name

Student's Surname

Registration Class *(please note the space between the number and the letters e.g. 5 CC)*

If you do not have access to the internet or experience any problems with logging in, please contact me via the school office and I will be happy to help you or add appointments on your behalf.

As with previous Consultation Evenings, Mrs McConnell Smith will be available on **Wednesday 3rd only** until around 5.00pm. Should you wish Mrs McConnell Smith to join you at your appointment or should you wish to speak with her separately, please indicate this in the 'message box' when you book your appointment. If she is not able to see you at the time of your appointment she will contact you directly with an alternative.

Yours sincerely

Steve Mills

Mr Steve Mills
Headteacher

