



Friday 13<sup>th</sup> March 2020

Dear Parents

## Spring Term Consultation Evenings - Online Appointment Booking

I would like to invite you to attend our Consultation Evening on **Tuesday 31<sup>st</sup> March** and **Wednesday 1<sup>st</sup> April** from 3.40pm – 6.30pm. Kahlo Class timings are slightly different; see below.

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 its 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 Monday 16<sup>th</sup> March and will close on Monday 30<sup>th</sup> March at 9.00am. 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.

If you do not have access to the internet or experience any problems with logging in, please contact the school office and they 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 1<sup>st</sup> April only until around 5.15pm. 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.

### Kahlo Class – Change of Timings

For personal reasons, we have had to alter the timings of Mrs Bailey's appointments. They will still take place on the same two days, although there will be more appointments scheduled for Tuesday 31<sup>st</sup> March which will run from 3.30pm until 7.10pm. On Wednesday 1st April, appointments will need to finish at 5.10pm. The booking system is set up for this.

Yours sincerely

*Steve Mills*

Mr Steve Mills  
Headteacher

