



23rd January 2018

Dear Parent/Guardian

Re: Year 7 Parents' Consultation Evening - Online Appointment Booking

I would like to invite you to attend our Parents' Consultation Evening on **Thursday 8th February**. Your daughter will be expected to attend the parents' evening as the dialogue between the teacher, you and your daughter will ensure a consistent message that everyone is part of and hears at the same time. In addition, the process will encourage your daughter to be reflective in her learning. We will be explaining to your daughter how to prepare for parents' evening and she should be considering the following:

- What does she think she is good at in each of her subjects?
- For each subject, what areas does she find difficult?
- Where does she think can improve and how?

Your daughter should wear her school uniform to attend this evening.

When you arrive, please sign in against your daughter's name and take a seating plan.

The school has an easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. The appointments are 5 min slots between 4.15pm and 6.45pm. We do not limit the number of appointments; however, some staff have more than one Year 7 class and do not have enough appointments to see everyone. The appointment system sets up a waiting list as soon as all slots have been booked. Once bookings are closed, if there are cancellations we will try our best to accommodate the waiting lists and will be in touch with parents affected.

We do not limit the number of appointments. However, some staff who teach non-core subjects will not be able to see every parent; these subjects are Philosophy of Religion, Drama, Textiles, Food and Nutrition, Design and Technology, Art, ICT, Music and PE. The teachers of these subjects teach many year 7 classes once or twice a fortnight, compared to the core subjects, say maths, where the teachers teach fewer year 7 classes but for more lessons. It is impossible to accommodate all parents for the non-core subjects. If you are comfortable with your daughter's progress in these non-core subjects then we would appreciate it if you could refrain from making an appointment to free up slots for parents who do have concerns.

Appointments can be made between **8pm Friday 26th January and 11pm on Friday 2nd February**. It is important that appointments are made as soon as possible. Should you wish to make any changes after this date please contact Mrs Maynard on 0118 978 0165 and ask for Student Support.

Please visit <https://theholtschool.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter.)

If you do not have access to the internet, please contact Student Support and Mrs Maynard will be happy to add appointments on your behalf.

Please note: There is limited parking on the school site. The police have asked us to advise parents not to park in Holt Lane or St Paul's Church Hall car park, but to use Jubilee Ave where there is more space.

Yours sincerely

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