

15<sup>th</sup> January 2019

Dear Parent/Guardian

**Re: Year 12 Parents' Consultation Evening - Online Appointment Booking**

I would like to invite you to attend our Parents' Consultation Evening on **Thursday 31st January**. Your daughter/son will be expected to attend the parents' evening as the dialogue between the teacher, you and your daughter/son will ensure a consistent message that everyone is part of and hears at the same time. In addition, the process will encourage your daughter/son to be reflective in her/his learning. We will be explaining to your daughter/son how to prepare for parents' evening and she/he should be considering the following:

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

When you arrive, please sign in against your daughter/son'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 either 5 or 10min slots (depending on class size) between 4.15pm and 6.45pm. We do not limit the number of appointments; however, some staff have more than one Year 12 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.

Appointments can be made between **8pm Friday 18th January and 11pm Friday 25th January**. It is important that appointments are made as soon as possible. Should you wish to make any changes after this date please contact Mrs Gale on 0118 978 0165.

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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