



Dale Avenue, Hassocks, West Sussex, BN6 8LP

Telephone: 01273 845892

Facsimile: 01273 846358

E-mails: office@downlands.w-sussex.sch.uk
head@downlands.w-sussex.sch.uk

Headteacher: Mr M Wignall

October 2018

Dear Parents/Carers

Year 7 Settling in Evening

I would like to invite you to attend a consultation evening for the parents/carers of Year 7 students with the Year 7 tutors on Thursday 18 October 2018. The purpose of this evening is for you to discuss with your child's tutor how your son/daughter has settled in to the school routine at Downlands.

The evening has been arranged so that parents are seen by appointment only. An appointment lasts for five minutes and appointments are available between 4.30 pm and 7.30 pm.

This 'settling-in' evening is not designed to go into specific detail. Year 7 students will receive a progress report in the spring and a consultation evening for parents of Year 7 students and their subject teachers will be on Thursday 13 June 2019. Students will receive their full report at the end of the Summer Term.

Students are not expected to attend the settling in evening but will be required to **wear full school uniform** if they do so.

On this evening we are also intending to ask for your views on issues such as how you feel your son/daughter has managed the transition to secondary school and how you feel that the school has facilitated this process. We would be grateful if you would do the survey on our laptops either before or after your appointment.

If you wish to arrange an appointment, please use our online booking system. Our online appointment booking system allows you to choose your own appointment times with your child's tutor and you will receive an email confirming your appointment. Appointments will be 5 minutes long.

- **Appointments are available for booking from 8 October and can be booked until Monday 15 October at 3.30 pm.** In order that we can make the evening as effective as possible, we ask that if two parents wish to attend, they attend together.
- In the event of a tutor becoming fully booked and you have a pressing need to see the respective tutor, please contact Mrs Horn.
- We will confirm your appointment by email by 17 October. **Please bring this sheet with you on the evening.**
- Should any last minute changes be required please contact Nicole Godwin on 01273 845892 x209.
- Please visit <https://downlands.parentseveningsystem.co.uk/> to book your appointments (A short guide on how to add appointments is included with this letter). Login with the following information:

Student's First Name: Preferred Forename
Student's Surname: Preferred Surname
Student's Date of Birth: XX/XX/XXXX (e.g. 26/11/2005)

If you do not have access to the internet, please contact school reception as soon as possible so that a paper form can be sent home for you to complete.

Yours faithfully

Mr M Hunnable
Achievement Leader Year 7

