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Headteacher: Mr M Wignall

October 2018

Dear Parents/Carers

I would like to invite you to the Year 11 Parents' Consultation Evening on Thursday 1 November 2018, 4.30 – 7.30 pm. This will provide an opportunity for parents and teachers to discuss student progress.

Downlands always receives an exceptionally high level of support from parents at these evenings. In order to facilitate their smooth running, appointments will be made online. Seats for queuing will be available for each member of staff and teachers will announce each name in turn. Parents who arrive late or get behind schedule will need to approach a senior member of staff for assistance. They are usually available in the foyer and can be identified by their lapel badges. Also in the foyer are tutor group lists for you to sign in and out.

Students are expected to attend the evening with their parents/carers and full school uniform should be worn.

Our online appointment booking system allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. As always, appointments will be 5 minutes long and you will have a further 5 minutes to allow for you to move from one teacher to another. If you require an appointment with the SENCO/ Careers or Pastoral department, they will be able available to meet parents/carers for 5 minutes on the evening and are happy to make further meetings to discuss matters relating to your child in a more private setting.

Appointments are available for booking from Friday 19 October at 4pm and can be booked until 30 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.

Please be aware that a few teachers have multiple groups and due to the length of the evening, will not have enough appointment times to see all of their students. In the event of a teacher becoming fully booked and you have a pressing need to see the respective teacher, please contact me on mashdown@downlands.org.

We will be emailing an appointment sheet on 30 or 31 October; this will show the relevant times. **Please bring this sheet with you on the evening.**

Should any last minute changes be required please contact Nicole Godwin on ngodwin@downlands.org.

Please visit <https://downlands.parenteveningsystem.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 and we will send home a paper form for you to complete.

We do hope you enjoy the evening.

Yours faithfully

Mr M Ashdown
Deputy Headteacher

