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Headteacher: Mr M Wignall

May 2019

Dear Parent/Carer

I would like to invite you to the Year 8 Parents' Consultation Evening on Thursday 23 May 2019, 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. Due to high demand, we are initially allowing the booking of 6 subjects/teachers per family until 17 May; we will then open the system up for more bookings. 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 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 Monday 13 May from 8am and can be booked until 21 May 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; to minimise the risk of this please prioritise those members of staff who have indicated they would like to see you or vice versa, those who you wish to prioritise.

We will be emailing an appointment sheet on 21 or 22 May; 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.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 and we will send home a paper form for you to complete.

We do hope you enjoy the evening.

Yours faithfully

Mr G Calvert
Achievement Leader – Year 8

