



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

30 November 2020

Dear Parent/Carer

Year 11 Parents Consultation Evening

I would like to invite you to a virtual consultation evening for the parent/carer of Year 11 students with their teachers on Thursday 10th December 2020, between 4.30-7.30pm. This will provide an opportunity for parents and teachers to discuss student progress.

The evening will be different to normal, in-line with our Covid policy. Instead of attending school, your appointments will take place virtually using the 'Parents Evening System' **by video call**. Each appointment lasts for four minutes and appointments are available between 4.30 pm and 7.30 pm. Appointments will be filled very quickly so I would encourage you to book as soon as you are able to, to avoid disappointment. Your child does not need to be present during the appointments unless this is your preference.

Our online appointment booking system allows you to choose your own appointment times with your child's teachers and you will receive an email confirming your appointment. Appointments will be four minutes long, they will be timed automatically and will terminate automatically after four minutes.

Appointments are available on a first come, first served, basis. In some academic areas demand will be high, and in very few cases some teachers will become fully booked. If you find that you have been unable to make an appointment, please email gbarnard@downlands.org who will endeavour to find an alternative for you.

- **The booking system will be open from 3rd December, 8am, until 8th December, 12pm, when the booking system will then close.**
- Please visit <https://downlands.parentseveningsystem.co.uk/> to book your appointments. 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)
- Before you make your booking, please follow this link for help and support in using the system <https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>. **It is also important that you follow these instructions on the day to enable the call to proceed.**
- Please login to the system as soon as possible to ensure that you have the correct login details.
- Please ensure you book your child's own teachers.
- Should any last minute changes be required to your booking please contact Nicole Godwin on ngodwin@downlands.org

If you would like to arrange an appointment with our Work Related Learning Coordinator for advice on Year 12, Colleges or career paths, please email ncutress@downlands.org

If you do not have access to the internet, or do not have a device compatible with the booking system (as listed in the Help and Support link above) please contact us for assistance on 01273 845892.

Yours faithfully,

Mr M Stokes
Year 11 Achievement Leader

