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Headteacher: Mr M Wignall

06 October 2020

Dear Parent/Carer

Year 7 Settling in Evening

I would like to invite you to a virtual consultation evening for the parent/carer of Year 7 students with their tutors on Thursday 15th October 2020. The purpose of this evening is for you to discuss with your child's tutor how your child has settled in to the school routine at Downlands.

The evening will be different to normal, in-line with our Covid policy. Instead of attending school, your appointment will take place virtually using the 'Parents Evening System' **by video call**. Each appointment lasts for five 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 meeting unless this is your preference.

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 parent/carer's of Year 7 students and their subject teachers would usually commence in the Summer term. Students will receive their full report at the end of the Summer Term.

On this evening, we are also intending to ask for your views on issues such as how you feel your child has managed the transition to secondary school, and how you feel that the school has facilitated this process.

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, they will be timed automatically and will terminate automatically after 5 minutes.

- **The booking system will be open from Thursday 8th October at 9am until Wednesday 14th October at 3pm when the booking system will then close.**
- Please visit <https://downlands.parenteveningsystem.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.parenteveningsystem.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 tutor. Should you require an appointment with the Head of Year, Mr Whitmore, please contact us to facilitate this.
- Should any last minute changes be required to your booking please contact Nicole Godwin on 01273 845892 x209.

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 Whitmore
Y7 Achievement Leader

