

01 October 2024

Dear Parent / Carer,

Year 7 Settling in Evening

I would like to invite you to attend a consultation evening for the parent/carers of Year 7 students to meet with their Year 7 tutors on Thursday 10th October 2024. 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 has been arranged so that parents are seen by appointment only. An appointment lasts for five minutes and appointments are available between 4pm and 7pm. Appointments will be filled very quickly so I would encourage you to book as soon as you are able, to avoid disappointment.

This 'settling-in' evening is not designed to go into specific detail. Year 7 students will have their consultation evening for parent/carers with their subject teachers on Thursday 26th June 2025. The Year 7 Settling in Report will be published on MCAS on Tuesday 8th October (possibly end of day on the 7th) and the full Year 7 report will be published in June 2024.

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

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 time with your child's tutor and you will receive an email confirming your appointment. Appointments will be 5 minutes long. If you do not have access to the internet, please contact Mrs H Spahiu on hspahiu@downlands.org, who will book an appointment for you.

- **Appointments are available for booking from Tuesday 8th October at 8am and can be booked until Wednesday 9th October at 12pm.** In order that we can make the evening as effective as possible, we ask that if two parents wish to attend, they attend together.
- Should you have any difficulties securing a place with your tutor or have a last-minute cancellation, please contact hspahiu@downlands.org
- Please visit <https://downlands.parentseveningsystem.co.uk/> to book your appointment. 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)

We recommend that you check that your login details work before the booking period opens. If you need further assistance, please contact the school office to speak to the IT department, or email for the attention of IT to office@downlands.w-sussex.sch.uk

If you require a 5-minute appointment with SENDCo or assistant SENDCo, please email sendco@downlands.org.

Yours faithfully,



Mr K Lusk
Head of Year 7