

24 April 2025

Dear Parent/Carer,

Year 8 Consultation Evening – Thursday 8th May 2025

We would like to invite you to the **Year 8 Consultation Evening** on Thursday 8th May, 4:00pm-7:00pm. This will provide an opportunity for parent/carers and teachers to discuss student progress. Downlands always receives an exceptionally high level of support from parents and carers at these evenings.

In order to facilitate the smooth running, appointments will be made online from Thursday 1st May. Our online booking system allows you to choose your own appointment times with teachers and you will receive an email confirmation. Appointments are 5 minutes long and you will have a further 5 minutes to move from one teacher to another.

Appointments are available on a first come, first served, basis. In some academic areas demand will be high, and in some cases, teachers may become fully booked. Places are limited and we would like to be able to offer appointments to all parent/carers. Initially, you will be able to book **6 appointments** and additional appointments may become available at a later date, which will be communicated separately. If you are unable to make an appointment, please email smilton@downlands.org

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

- **The booking system will open from 8:00am on Thursday 1st May until Wednesday 7th May at 12:00pm.**
- 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. 26/11/2009)
- 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 smilton@downlands.org

If you do not have access to the internet, or do not have a device compatible with the booking system please contact us for assistance on 01273 845892.

On the evening, seats for waiting will be available and each member of staff will announce each name in turn. Parent/carers who arrive late or get behind schedule will need to approach a senior member of staff for assistance. Staff are usually available in the foyer and can be identified by their lanyards. **Students are invited to attend the evening with their parent/carers and full school uniform must be worn.**

Yours faithfully,

Mr M Hunnable
Head of Year 8