DOWNLANDS
COMMUNITY SCHOOL

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head@downlands.w-sussex.sch.uk

Headteacher: Mr M Ashdown

29 September 2026

Dear Parent / Carer

Year 7 Settling in Evening

I would like to invite you to attend a consultation evening for parents and carers of Year 7 students to meet with their Year 7 tutors on Thursday 8th October. The purpose of this evening is for you to discuss with your child's tutor how they are settling in to the school routine at Downlands.

The evening has been arranged so that parents and carers 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. The Year 7 Consultation Evening with subject teachers will take place on Thursday 17th June 2027. The 'Year 7 Settling in Report' will be published on MCAS on Wednesday 7th October and the full Year 7 report will be published in June 2027.

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 Sarah Milton on smilton@downlands.org who will book an appointment for you.

- **Appointments are available for booking from Friday 2nd October at 8am and can be booked until Wednesday 7th October at 12pm**. Where possible, in order that we can make the evening as effective as possible, we ask that if two parent/carers 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 smilton@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 M Stokes
Head of Year 7

Ofsted Good Provider
SSAT LEADING EDGE PARTNERSHIP PROGRAMME
SSAT EDUCATIONAL OUTCOMES AWARDS 2023
MUSIC MARK SCHOOL 2023 - 2024
Global Inclusion Awards 2024
Eco-Schools
Mid Sussex Federation of Schools