

# The Hemel Hempstead School

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**Headteacher: Neil Hassell BEng (Hons) NPQH FRSA**

**Letter 58**

9<sup>th</sup> November 2018

Dear Parent/Carer

## **Year 13 Parent Consultation Evening – Thursday 22<sup>nd</sup> November 2018**

You are invited to the Year 13 Parent Consultation Evening. The evening will be held on Thursday 22<sup>nd</sup> November in the Hall from 4.30pm until 7pm.

We will be using our online booking system which gives parents the ability to manage their time effectively over the course of the evening. Attached is the step by step guidance giving clear instructions how to log on to the system and book appointments. The system will be 'live' and available for appointments from 6pm Monday 12<sup>th</sup> November and will close at 6pm on Wednesday 21<sup>st</sup> November. The system may be accessed via <https://hemelschool.parentseveningsystem.co.uk> or via the link on the school website.

In order for the evening to run smoothly, I would request that you leave a five minute gap between appointments.

If you do not have access to the internet, please send a note into school, marked for the attention of Mrs Ford, listing the teachers you would like to see and the times you are able to attend. A completed booking sheet will be returned to you in due course.

Please do not hesitate to contact Mrs Ford at the school should you have any issues with this system.

Yours faithfully

A handwritten signature in blue ink that reads 'F Dayton'.

**Miss F Dayton**  
Head of Year 13