

The Hemel Hempstead School

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Headteacher: Neil Hassell BEng (Hons) NPQH FRSA

Letter 124

12th February 2019

Dear Parent/Carer

Year 7 Parent Consultation Evening – Thursday 28th February 2019

You are invited to the Year 7 Parent Consultation Evening which will be held on Thursday 28th February 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 Friday 15th February and will close at 6pm on Wednesday 27th February. The system may be accessed via <https://hemelschool.parenteveningsystem.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. There will be high demand for many teachers so I would advise you to prioritise subjects/teachers where you may need to discuss issues regarding your child. Appointments will be limited to **SIX** per student in the first instance. Please note that you cannot make appointments for PACE and that, where a group has more than one teacher, you will be allocated the main teacher of the two. We will contact you by email during the week beginning 25th February when further appointments may become available

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.

A handwritten signature in black ink, appearing to read 'G May'.

Miss G May
Assistant Headteacher KS3