



February 2020

Dear Parent/Carer

Year 9 Parent-Teacher Consultation Evening – Thursday 5 March Online Appointment Booking

On Thursday 5 March 2020 we will be holding the Parent-Teacher Consultation Evening for Year 9.

The online booking system for appointments, each lasting five minutes, will be open at 7.00pm on Wednesday 26 February; the system will close on Tuesday 3 March at midnight. Should you need to make any changes after this date please contact Miss Gilbert on extension 2285. As your child has many subjects and teachers it will not be possible to see every teacher on the night. We would therefore encourage parents to prioritise appointment requests, having reflected on the recent data available on Insight and focusing on subjects where you have questions about progress.

Please visit <https://ashlyns.parentseveningsystem.co.uk/> (or follow the link from our homepage) in order to book your appointments. A short guide on how to add appointments is included with this letter. Please log in using your child's 'preferred' name (that matches our records) and their date of birth. If you do not have access to the internet, please contact Miss Gilbert on extension 2285 who will be happy to add appointments on your behalf.

We actively encourage student attendance at Parent-Teacher Consultation Evenings so that they are part of the dialogue concerning their progression towards success. As this is a formal evening students will be required to wear full school uniform.

Please note that there is plenty of car parking available at the rear of the school for all events which take place outside normal school hours. There is access through the school from both car parks - you do not need to walk all the way around the building. It is strictly prohibited to park on the driveway, footpaths, verges or grassed areas, as we must ensure that we keep a good traffic flow, always have access for emergency vehicles and do not damage our grassed areas. We would ask you to assist us by abiding by these requests.

If you have any queries or require any further information prior to the evening, please contact me at ashilliday@ashlyns.herts.sch.uk.

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Head Teacher: James Shapland BSc, MSc

I look forward to seeing you on 5 March.

Yours sincerely

A handwritten signature in black ink, reading "Miss A Shilliday". The signature is written in a cursive style with a decorative flourish at the end.

Miss A Shilliday
Head of Year 9