



September 2021

Dear Parent/Carer

Year 11 Parent-Teacher Consultation Evening – Thursday 14 October Online Appointment Booking

On Thursday 14 October we will be holding the **online** Parent-Teacher Consultation Evening for Year 11. **All appointments will be held remotely online** through our existing booking system, which provides timed video slots. [Full details on how this works can be found here](#), and we would ask **parents to familiarise themselves with the process in advance.**

The online booking system for appointments, each lasting seven minutes, will be open at 7.00pm on Tuesday 5 October; the system will close on Tuesday 12 October 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 data that will be made available on Insight nearer the time and focusing on subjects where you have questions about progress. If you are unable to make an appointment with a particular teacher when booking, and have specific questions or concerns, you can contact that member of staff by emailing admin@ashlyns.herts.sch.uk and marking it for their attention.

Please visit <https://ashlyns.parenteveningsystem.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 this year's online Parent-Teacher Consultation Evenings, alongside their parents, so that they are part of the dialogue concerning their progression towards success. Although the evening is being held virtually, it is still a formal occasion and as such we would ask that parents check that they will not be disturbed during their appointments, and that their camera is positioned in an appropriate setting.

A reminder that our Into The Sixth Evening takes place on Wednesday 20 October. We look forward to seeing you online on 14th October.

Yours sincerely
Miss A Shilliday
Head of Year 11

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