



March 2023

Dear Parent/Carer

Year 8 Parent-Teacher Consultation Evening – Thursday 27 April Online Appointment Booking

On Thursday 27 April we will be holding the **online** Parent-Teacher Consultation Evening for Year 8. **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 five minutes, will be open at 7.00pm on Tuesday 18 April; the system will close on Tuesday 25 April at midnight. Should you need to make any changes after this date, please contact Miss Gilbert on sgilbert@ashlyns.herts.sch.uk. **As your child has many subjects and teachers, it will not be possible to see every teacher.** We would therefore encourage parents to prioritise appointments, 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 have any problems making appointments, please contact Miss Gilbert who will be happy to assist you. Please note that you should only book one appointment for each of the subjects you have chosen for your child; however you can then invite another parent as a guest via the booking system once that appointment has been made.

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. Please note that the video system is rigid in its time slots, to ensure that the evening runs to time - so do please make sure you log-on well in advance of your first appointment.

Yours sincerely



Miss A Shilliday
Head of Year 8



Mr D Beattie
Deputy Headteacher