



March 2024

Dear Parent/Carer

## **Year 8 Parent-Teacher Consultation Evening – Thursday 25 April Online Appointment Booking**

On Thursday 25 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 16 April; the system will close on Tuesday 23 April at midnight. Should you need to make any changes after this date, please contact Miss Gilbert on [sgilbert@ashlyns.herts.sch.uk](mailto:sgilbert@ashlyns.herts.sch.uk). **As your child has many subjects and teachers, it will not be possible to see every teacher - you can make a maximum of 8 appointments for each child.** We would therefore encourage parents to prioritise appointments, having reflected on the data that will be made available on Arbor 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](mailto:admin@ashlyns.herts.sch.uk) and marking it for their attention. 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 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 students to attend 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.

Year 8 students have done some fantastic work this year and we very much look forward to talking to you about their achievements.

Yours sincerely



Miss L Gould  
Head of Year 8



Mr D Beattie  
Deputy Headteacher