



CROOKHORN COLLEGE

16 November 2021

Dear Parent/Guardian

Virtual Parents Consultation Evening – 24th November 3.45pm - 6.30pm

I would like to invite you to sign up for our Virtual Parents' Evening on Wednesday 24th November 2021. This is an important evening and provides you with an opportunity to have individual five-minute video/audio calls with your son/daughter's subject teachers through a dedicated internet based system. You will be able to discuss your child's progress and ask questions linked to your child's subject teachers work in the College.

Parents evening schedule:

Our Parents evenings this year will be as detailed below. Our schedule is designed to facilitate maximum opportunity for parents to speak to their child's teachers at an appropriate time in the year. Priority for each evening will be given according to the following table.

Date	Core subjects (English, Maths, Science)	Foundation subjects (all other subjects)
Thursday 14 th October 2021	Year 9	Years 8, 10 and 11
Wednesday 24th November 2021	Year 7	Years 8-11
Wednesday 19 th January 2022	Year 11	Y10 Early subject and Year 8 (<i>this forms part of the options process</i>)
Thursday 10 th March 2022	Year 10	Year 7, 8, 9 and 11
Tuesday 24 th May 2022	Year 8	Years 7, 9, 10 and 11

For each year group then, bookings for core teachers will be on one evening and bookings for teachers of other subjects will be on another evening. This gives parents the opportunity to catch up on their child's progress at multiple points during the year in small manageable size chunks.

Parents will only get one opportunity a year to make appointments to speak with core teachers, but multiple opportunities to speak to teachers of other subjects. We have structured it like this to ensure that all parents have access to core teachers once a year.

If you have not been able to make an appointment with one or more of your child's core teachers, then please follow the steps at the end of this letter. The same process will apply if you repeatedly find that you cannot make an appointment with a teacher from another subject area.

Booking appointments:

To facilitate this essential dialogue between you and your child's teachers the College has an easy to use online system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. The appointments are 5 minutes long and will automatically start and finish once you have logged into the system.

Priority appointments in accordance with the table above can be made from Wednesday 17th November at 6pm. On Monday 22nd November at 3pm, all un-booked appointments will be opened to all year groups across both core and foundation subjects. Booking of all appointments will close on Tuesday 23rd November at 6pm.

Please visit <https://crookhorncollege.schoolcloud.co.uk/> to book your appointments. (A short guide on how to add appointments is included with this letter.) Login with the following information:



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Parent's Title: Title
Parent's First Name: «Forename»
Parent's Surname: «Surname»

Students Name and Date of Birth

If you do not have access to the internet, please contact the College office or email admin@crookhorn.hants.sch.uk.

If you were unable to make an appointment with a member of staff last Parents evening:

If you were unable to book an appointment with a particular member of staff for the last Parents evening, but cannot make a priority appointment this time, please contact Gail Wilkins in our admin office (gail.wilkins@crookhorn.hants.sch.uk) and every effort will be made to allocate you an appointment at this time.

If you are unable to make the appointments, you would like on this occasion:

If you cannot make the appointments you would like to on this occasion, again please contact Gail Wilkins in our admin office (gail.wilkins@crookhorn.hants.sch.uk) and pre-release appointments can be made for a future evening, please specify which evening you would like to have the appointment for and which staff members you would like to see.

I would like to thank the parents who answered our recent survey about parents evening, we will be using these results when we review the plan of evenings this year and next.

Yours sincerely

Mrs S Bennett
Headteacher



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