



# CROOKHORN COLLEGE

Dear Parent/Guardian

## PARENTS' CONSULTATION EVENING

I should like to invite you to the Parents' Consultation Evening on **Wednesday 27<sup>th</sup> March 2019** between 4.00 and 7.30pm in the Main Hall.

This is the penultimate evening of the year. The final parents evening will take place on Thursday 13<sup>th</sup> June 2019. Following feedback from parents we would like to trial a different format for these final two events of the year. Appointments on the evenings will be allocated in the following ways:

Wednesday 27<sup>th</sup> March 2019 - 4.00pm – 5.30pm appointments will be available for Years 7 and 10.  
5.30pm – 7.30pm appointments will be available for Years 8, 9 and 11.

Thursday 13<sup>th</sup> June 2019 – 4.00pm – 5.45pm appointments available for Years 8 and 9  
5.45pm – 7.30pm appointments available for Years 7 and 10.

We would expect parents to attend at least one of these evenings during the academic year. We would also request that in order to allow access for all parents to these events that parents do not attend more than twice in an academic year.

If at any time between parents evenings you have concerns or questions about your child's progress we of course welcome your contact with the relevant Head of House. Parents are also invited to attend SPR days the next one of these is Wednesday 24<sup>th</sup> April 2019.

Staff will be available to discuss your child's progress. Each appointment is timed for five minutes and I would ask that you keep to this limit in order to avoid lengthy delays as the evening progresses.

You can book your appointments through Parents Evening Manager on ParentMail from your smartphone, tablet or computer. You will be alerted once you can book appointments and will then be able to select the times that are convenient to you. It's very straight-forward, but if you need help you can visit the Parentmail help site: [www.parentmail.co.uk/help/parenthelp/](http://www.parentmail.co.uk/help/parenthelp/)

Please note, you will need to be registered on ParentMail to be able to book appointments – if you haven't received a registration email or text, please contact the College office. Once registered, if you have an Android or Apple smartphone, we highly recommend you download the Parentmail App so you can book appointments on your phone as soon as the appointment booking goes live. To do this, simply search for 'Parentmail' in your App store.

We look forward to seeing you on Wednesday 27<sup>th</sup> March 2019.

Yours sincerely

Mrs S Bennett  
Headteacher