



CROOKHORN COLLEGE

Dear Parent/Guardian

PARENTS' CONSULTATION EVENING

I should like to invite you to the Parents' Consultation Evening on **Wednesday 13th February 2019** between 4.00 and 7.30pm in the Main Hall.

The dates for all subsequent subject teacher consultation events are:

Wednesday 27th March 2019

Thursday 13th June 2019

We would expect parents to attend at least one of these evenings during the academic year.

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/

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 13th February 2019.

Yours sincerely

Mrs S Bennett
Headteacher