



# CROOKHORN COLLEGE

Dear Parent/Guardian

## PARENTS' CONSULTATION EVENING

I should like to invite you to the Parents' Consultation Evening on **Thursday 13<sup>th</sup> June 2019** between 4.00 and 7.30 pm.

This is your final opportunity to attend, for this academic year. Appointments on the evening will be allocated in the following way:

4.00pm – 5.45pm appointments available for Years 8 and 9

5.45pm – 7.30pm appointments available for Years 7 and 10.

We would 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.

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.

We are now using Parents Evening Manager on ParentMail, so you can book your appointments 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 on Thursday 23<sup>rd</sup> May at 6pm. To do this, simply search for Parentmail in your App store.

We look forward to seeing you on Thursday 13<sup>th</sup> June 2019.

Yours sincerely

Mrs S Bennett  
Headteacher