



# CROOKHORN COLLEGE

Dear Parent/Guardian

## PARENTS' CONSULTATION EVENING

I should like to invite you to the Parents' Consultation Evening on **Wednesday 29<sup>th</sup> January 2020** between 4.00 and 7.30pm in the Main Hall.

We have split the evening into two sessions in order facilitate a balance of parents from different year groups to be able to book appointments.

4.00pm- 5.45pm appointments available for Years 7, 10 and 11

5.45pm-7.30pm appointments available for Years 8 and 9

The dates for all subsequent subject teacher consultation events are Wednesday 25<sup>th</sup> March and Wednesday 10<sup>th</sup> June 2020.

We would expect parents to attend at least one of these evenings. 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 Tuesday 21<sup>st</sup> April 2020.

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 on **Wednesday 15<sup>th</sup> January 2020**. To do this, simply search for 'Parentmail' in your App store.

We look forward to seeing you on Wednesday 29<sup>th</sup> January 2020.

Yours sincerely

Mrs S Bennett  
Headteacher