



Billingshurst Primary School
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1st October 2018

Dear Parents and Carers

Parent Consultations Autumn Term 2018 – Online booking system

Every term we invite you to spend quality time with teachers to celebrate your children's progress and to discuss future targets and next steps of learning. This year we have two evenings with Tuesday's parents' evening running later to accommodate parents who work, or have a long way to travel back from work. If you are able to, please make an earlier appointment and leave the later ones free for those who need them. Appointments will be 10 minutes long.

Tuesday 16th October 2018 - 4.00 – 7.30 pm
Wednesday 17th October 2018 - 3.30 – 5.00 pm

Your child is encouraged to participate in the discussion if you wish and feel it is appropriate. There will be time before and after your appointment for your child to show you their work.

Again this term the school are asking parents to use the **online appointment booking system**. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Please do not book an appointment if you usually have an appointment for an Extended Parents' Consultation by Mrs Angeli.

The system will be live from **5.00 pm on 2nd October 2018** and you can book appointments from then until **9.00 am on 15th October 2018**. Should you wish to make any changes after this date please contact the school office.

Please visit <https://billingshurst.parentseveningsystem.co.uk> to book your appointments. You can also access this from our website on the home page. If you have not used the system before, login with the following information:

Child's First Name:
Child's Surname:
Child's Date of Birth

Yours sincerely

Helen Williamson
Headteacher

