



Billingshurst Primary School
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Dear Parents and Carers

Parent Consultations Spring Term 2017 – 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 28th March - Parent Consultations 4.00-7.30 pm
Wednesday 29th March - Parent Consultations 3.30-5.30 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.

This term the school is trialling a new intuitive and easy to use **online appointment booking system**. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

The system will be live from **9.30 am on Monday 6th March** and you can book appointments from then until **3.00 pm on Thursday 23rd March**. 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 from 'Latest News' on the home page. (A short guide on how to add appointments is included with this letter.) Login with the following information:

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

If you do not have access to the internet, there will be a computer available in the office annexe from 9.00 am to 10.00 am from Tuesday 7th March to Friday 10th March for you to make your appointments.

We are confident this will be an improvement to the previous system and welcome any feedback.

Yours sincerely

Helen Williamson
Headteacher

