



Billingshurst Primary School
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21st February 2018

Dear Parents and Carers

Parent Consultations Spring 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.

Monday 5th March - 3.30-5.30 pm - Greece and Madagascar classes only
Tuesday 6th March - 4.00-7.30 pm – All classes
Wednesday 7th March - 3.30-5.30 pm - All classes except Greece and Madagascar

Nepal class will have Parents' Consultations later this term, on the 21st and 22nd March, once Mrs Diserens has had a chance to get to know the class. A letter will follow shortly with booking details.

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 have been given an appointment for an Extended Parents' Consultation by Mrs Angeli.

The system will be live from **5.00 pm on Wednesday 21st February** and you can book appointments from then until **9.00 am on Monday 5th 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 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

If you do not have access to the internet, there will be a computer available in the Office Annexe from 3.00 pm to 3.30 pm from Thursday 22nd February to Friday 2nd March for you to make your appointments or please contact the office.

Yours sincerely

Helen Williamson
Headteacher



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