



6th November 2023

Dear Parents/Carers

YEAR 13 PROGRESS EVENING

We are pleased to invite you to attend a Year 13 Progress Evening to be held **in school** on **Thursday 23rd November 2023** starting at 4.30pm and ending at 7.30pm. Subject staff and senior staff will be available for consultation.

The evening represents a valuable opportunity to discuss the progress made by your child over the first part of Year 13, ask questions about the curriculum and get advice on what you can do to support the learning process.

As in previous years, we are using an online booking system to schedule appointments. This system is easy to use and has been designed to give you more control over the timing of your appointments.

To maximise fairness for all parents, online bookings and telephone bookings will be available from 9.00am on Thursday 9th November and will remain available until midnight on Tuesday 21st November.

A large number of A Level groups are taught by more than one teacher. The booking system only allows an appointment to be made with one named member of staff and the booking website shows the teacher your son/daughter should make an appointment with. Where possible, the additional teachers of the class will join the named teacher to give feedback.

Finally, we would like to remind parents of the need for respectful communication. We all want the best for the young people of Prince Henry's and this partnership is strongest when all adults have respect and consideration for the roles we each play in supporting them.

Yours faithfully

Mr M Stone
Executive Officer: Exams, Assessment & Curriculum

Making an appointment online

You will be able to make a booking from 9.00am on Thursday 9th November until midnight on Tuesday 21st November.

Access the booking website: <https://phgs.parentseveningsystem.co.uk>

- You will need to give your name as it is stored on the school database (Arbor) and an email address so that you can receive confirmation of your appointments.
- You will then be asked to provide your child's details - the name of your child (using their preferred name) as it is stored on school records and their date of birth, then press "Log In". If you have more than one child in Year 13, the system will allow you to make appointments for all your children.
- Click on the date of the event.
- Choose booking method – if you would like to choose your own appointment times, click 'Manual', then click "Next".
- Ensure the names of all the subject teachers you would like to see are ticked, then click 'Continue to Book Appointments'.
- From the list of available appointments, choose a time for each teacher. If you wish to, you can add a comment or question for the teacher which may aid your discussion. Once you have selected your appointment times, confirmation will be emailed to you, including details of how to amend your appointments.

If you have any issues accessing the above, please call Mrs Brown in school on 01943 463524 and when prompted 'if you know the extension', dial 285.