



15th January 2024

Dear Parents/Carers

PROGRESS EVENING FOR YEAR 9 – Online Event

We are pleased to invite you to attend a Year 9 Progress Evening to be held on **Tuesday 6th February 2024** starting at 4.15pm and ending at 7.30pm. Subject staff will be available for consultation and the event represents a valuable opportunity to discuss the progress made by your child over the first part of Year 9, ask questions about the curriculum and get advice on what you can do to support the learning process.

Your appointment will be for a 5-minute video call (parents are able to disable the video if they wish) with your child's teacher(s) at a pre-arranged appointment time. This requires no further action than logging on to the appointments website at the time of your appointments. A simple guide to using the system will be sent out in the days before the progress evening.

To book appointments you need to access the online booking system. This is accessible from the Parents and Carers section of the school website [here](#). If you are unable to access this website, please contact Mrs Brown in the Exams Office. To maximise fairness for all parents, bookings will be available from 9.00am on Thursday 18th January and will remain available until midnight on Sunday 4th February. Once you have booked your appointments you will receive an email confirming your appointment times, please keep this safe.

Unfortunately, there are a limited number of appointments during the evening and these are filled on a first come, first served basis. Some staff do teach more than one group. It is advised that if the progress report (which will be available from the afternoon of 1st February) indicates that your child is meeting their target and showing a good attitude to learning then this indicates that the class teacher is happy with your child's performance. If you too are happy with their progress in that subject, you may choose not to make an appointment.

Please remember that Friday 9th February is the deadline for students to complete their option choices. This is done by completing the 'Forms' page that will be emailed to their school email address in morning registration on Friday 2nd February.

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

You will be able to make a booking from 9.00am on Thursday 18th January until midnight on Sunday 4th February.

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

- You will need to give your name as it is stored on school records 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) and their date of birth as it is stored on school records, then press "Log In". If you have more than one child in Year 9, 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.