



16<sup>th</sup> June 2025

Dear Parents/ Carers

### **PROGRESS EVENING FOR YEAR 7 – IN SCHOOL EVENT**

We are pleased to invite you and your child to attend a Year 7 Progress Evening to be held in school on **Thursday 3<sup>rd</sup> July 2025** 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 Year 7, ask questions about the curriculum and get advice on what you can do to support the learning process.

Your appointments will be **in school**, in Main Hall, at a pre-arranged appointment time. This event takes place in person as we want parents to have the opportunity to visit the school in their child's first year.

To book appointments you need to access the online booking system. This is accessible from the Year 7-11 area of the school website under Apps [here](#), instructions are shown on the next page. 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 19<sup>th</sup> June and will remain available until midnight on Tuesday 1<sup>st</sup> July. 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. You will receive the final progress report before the event and it is advised that if it shows 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.

In the meantime, we would also like to recommend to you the assessment section on the school website that can be found in the "Our School – Assessment, Exams & Outcomes" area and has guidance on how to understand the progress report and how to get the most out of progress evenings.

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

## **Parking**

If you must travel to the progress evening by car, you will find it easier to park in the Farnley Lane Car Park, which is open in the evening. The majority of parking is to the left at the top of the drive and you can park out on to the hardstanding through the trees. You may need to arrive a few minutes earlier to find a parking space.

Please **do not** park on the turning circle in the Newall Carr Road Car Park, on the access road to the Newall Carr Road Car Park, in Prince Henry's Court or in the Yew Tree Pub Car Park.

There is parking on Farnley Lane and towards Wharfemeadows Park, in the unlikely event that our car parks are full.

## **Making an Appointment**

You will be able to make a booking from 9.00am on Thursday 19<sup>th</sup> June until midnight on Tuesday 1<sup>st</sup> July.

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

- You will need to give your name as it is stored on school records (as given on your child's school admission form) 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 7, 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.**