



29<sup>th</sup> September 2025

Dear Parents/Carers

### YEAR 7 PERSONAL TUTORS' AFTERNOON

We are pleased to invite you to the Year 7 Personal Tutors' Afternoon. This event represents a valuable opportunity for you to speak with your child's personal tutor, is a chance to share experience of transition and address any early concerns. This event takes place **online** using video call software. Your appointment will be for a 5-minute video call with your child's personal tutor at a pre-arranged appointment time.

At Prince Henry's, we use an online parents' evening booking system to schedule appointments. This is accessible from the Year 7-11 – Apps section of the school website [here](#).

The video call requires no further action than logging on to the appointments website at the time of your appointment. A simple guide to using the system will be sent out in the days before the event.

Students are not required to attend this event, however, it would be beneficial if you could discuss with your child their start to the year and bring any specific queries/points you wish to raise to the discussion. Appointments will take place on:

**X Mini-School:** Wednesday 15<sup>th</sup> October 2025 starting at 2.00pm and ending at 5.00pm  
(**Bratley, Cave, Dyneley, Fairfax, Hawksworth**)

**Y Mini-School:** Thursday 16<sup>th</sup> October 2025 starting at 2.00pm and ending at 5.00pm  
(**Jennings, Knight, Naylor and Robinson**)

To maximise fairness for all parents, online bookings will be available from 9.00am on Thursday 2<sup>nd</sup> October 2025 and they will remain available until midnight on Monday 13<sup>th</sup> October 2025. Booking instructions are detailed on the following page.

If you are unable to meet on the day specified but would still like to speak to someone, please email [info@princehenrys.co.uk](mailto:info@princehenrys.co.uk) and the form tutor or a member of the Key Stage 3 team will contact you in in due course.

Finally, as ever, 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 Simon Day  
Director of Key Stage 3

## **Making an appointment online**

You will be able to make a booking from 9.00am on Thursday 2<sup>nd</sup> October 2025 until midnight on Monday 13<sup>th</sup> October 2025.

Access the booking website: <https://phgs.parentseveningsystem.co.uk> or click [here](#).

- 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 appointment.
- You will also need 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 time, click 'Manual', then click 'Next'.
- Ensure your child's tutor group is ticked, then click 'Continue to Book Appointments'.
- Choose a time from the list of available appointments. Please add any specific comments or questions for the personal tutor which may enable the discussion to have a more satisfactory outcome for all participants. Once you have selected your appointment time, confirmation will be emailed to you, including details of how to amend your appointment.

**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 1622.**

*A simple guide to using the system will be sent out in the days before the event.*