



4<sup>th</sup> November 2025

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 20<sup>th</sup> November 2025** 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, accessible from the Year 7-11 – Apps section of the school website [here](#). 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 6<sup>th</sup> November and will remain available until midnight on Tuesday 18<sup>th</sup> November.

A large number of A Level groups are taught by more than one teacher. Where possible, all teachers of the class will be present at your appointment 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 6<sup>th</sup> November until midnight on Tuesday 18<sup>th</sup> 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 1622.**