Prince Henry's Grammar School
COLLABORATIVE LEARNING TRUST

Respect | Flourish | Achieve

Headteacher: Sally Bishop

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2nd November 2026

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 19th November 2026*** 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 Sixth Form Life – 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 7.00pm on Thursday 5th November and will remain available until midnight on Tuesday 17th 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. For further information, our school's positive communications charter can be found at: https://www.princehenrys.co.uk/page/?title=Parental+Consultation&pid=64

Yours faithfully

Michael.

Mr M Stone
Executive Officer: Exams, Assessment & Curriculum

Making an appointment online
You will be able to make a booking from 7.00pm on Thursday 5th November until midnight on Tuesday 17th 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 during school hours on 01943 463524 and when prompted 'if you know the extension', dial 1622.