Prince Henry's Grammar School
COLLABORATIVE LEARNING TRUST

Respect | Flourish | Achieve

Headteacher: Sally Bishop

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9th November 2026

Dear Parents/Carers

YEAR 12 - PROGRESS EVENING – Online Event

We are pleased to invite you to attend a Year 12 Progress Evening to be held on ***Wednesday 2nd December 2026*** starting at 4.30pm 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 12, ask questions about the curriculum and get advice on what you can do to support the learning process.

Each of your appointments will be a 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 parents' evening 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 Sixth Form Life – Apps 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 7.00pm on Wednesday 11th November and will remain available until midnight on Monday 30th November.

A large number of A Level groups are taught by more than one teacher. In most subjects you have the option to book separate appointments with each of your child's subject teachers – when doing this you are encouraged to *try* and book appointments in the same subject sequentially to allow some logical follow-on of the discussion with the different teachers. In some subjects you will book one appointment and all that subject's teachers will attend this at the same time. The 'Choose Teachers' page on the booking system will confirm the staff available to you for booking appointments.

Once you have booked your appointments, you will receive an email confirming your appointment times, please keep this safe.

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: Red Kite Alliance Positive Communications Charter

Yours faithfully

Mr M Stone
Executive Officer: Exams, Assessment & Curriculum

Making an appointment
You will be able to make a booking from 7.00pm on Wednesday 11th November until midnight on Monday 30th November.

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 12, 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.