



September 2019

Dear Parent/Carer

## **Year 11 Parent-Teacher Consultation Evening – Thursday 17 October Online Appointment Booking**

On Thursday 17 October we will be holding the Parent-Teacher Consultation Evening for Year 11.

The online booking system for appointments, each lasting five minutes, will be open at 7.00pm on Tuesday 8 October; the system will close on Tuesday 15 October at midnight. Should you need to make any changes after this date please contact Miss Gilbert on extension 2285. As your child has many subjects and teachers it will not be possible to see every teacher on the night. We would therefore encourage parents to prioritise appointment requests, having reflected on the data that will be made available on Insight nearer the time and focusing on subjects where you have questions about progress. If you are unable to make an appointment with a particular teacher when booking, and have specific questions or concerns, you can contact that member of staff by emailing [admin@ashlyns.herts.sch.uk](mailto:admin@ashlyns.herts.sch.uk) and marking it for their attention.

Please visit <https://ashlyns.parentseveningsystem.co.uk/> (or follow the link from our homepage) in order to book your appointments. A short guide on how to add appointments is included with this letter. Please log in using your child's 'preferred' name (that matches our records) and their date of birth. If you do not have access to the internet, please contact Miss Gilbert on extension 2285 who will be happy to add appointments on your behalf.

**We actively encourage student attendance at Parent-Teacher Consultation Evenings so that they are part of the dialogue concerning their progression towards success. As this is a formal evening students will be required to wear full school uniform.**

Revision guidance will be available to collect on the evening from the Hall. We suggest that you allow an extra 20 minutes to collect and read through this before your appointments begin.

Please note that there is plenty of car parking available at the rear of the school for all events which take place outside normal school hours. There is access through the school from both car parks - you do not need to walk all the way around the building. It is strictly prohibited to park on the driveway, footpaths, verges or grassed areas, as we must ensure that we keep a good traffic flow, always have access for emergency vehicles and do not damage our grassed areas. We would ask you to assist us by abiding by these requests.

I look forward to seeing you on 17 October.

Yours sincerely

Heidi Bjornsgaard  
Head of Year 11