

Dear Parent/Guardian

PARENTS' CONSULTATION EVENING

I should like to invite you to the Parents' Consultation Evening on **Thursday 14th June 2018** between 4.00 and 7.30 pm.

At Crookhorn, we believe in giving parents plenty of opportunities throughout the year to attend a Parent's Evening. Thursday 14th June is your final opportunity for this academic year.

Staff will be available to discuss your child's progress. Each appointment is timed for five minutes and I would ask that you keep to this limit in order to avoid lengthy delays as the evening progresses.

We are now using Parents Evening Manager on ParentMail, so you can book your appointments from your smartphone, tablet or computer. You will be alerted once you can book appointments and will then be able to select the times that are convenient to you. It's very straight-forward, but if you need help you can visit the Parentmail help site: www.parentmail.co.uk/help/parenthelp/

Please note, you will need to be registered on ParentMail to be able to book appointments – if you haven't received a registration email or text, please contact the College office. Once registered, if you have an Android or Apple smartphone, we highly recommend you download the Parentmail App so you can book appointments on your phone as soon as the appointment booking goes live. To do this, simply search for Crookhorn College in your App store.

We look forward to seeing you on Thursday 14th June 2018.

Yours sincerely

Mrs S Bennett
Headteacher