March 2025

Dear Parent/Guardian

Year 7 Parents' Evening – Thursday 3 April 2025

We will shortly be inviting you to make bookings for our upcoming face to face Year 7 Parents' Evening on Thursday 3 April. Parent Evenings are a great opportunity to speak directly with your child's teachers, get an insight into how they are getting on in the classroom, what different topics they are currently engaged with, and to ask any questions you may have about the progress they have made since their last formal report.

This evening will start at 16:00 and finish at 19:00 with each appointment being scheduled for 5 minutes with a 1-minute gap between appointments. **The booking system will go live for bookings from 06:00 on Friday 28 March and will close for bookings at 06:00 on Thursday 3 April.**

In order to 'book' your appointments, please login to our Parents' Evening appointment system using the information provided below and follow the guidelines:

- Browse to hedingham.parentseveningsystem.co.uk
- Enter your details with email address and your child's details (please use your child's preferred forename and surname)
- Press the Log in button and follow the instructions
- Manually select the teachers/subjects you wish to have appointments with and choose from the available times for each teacher
- Once you have completed the process, a confirmation email will be sent and you will be able to print the appointment times chosen

At any point should you need to adjust or cancel any appointments, please log back onto the system using the above details, select an appointment and make the necessary adjustments. Should you be unable to attend any of your booked appointments, we politely ask that you cancel them as soon as you are able to, in order to free up the member of staff for other potential appointments.

If you have any further questions or issues surrounding Parents' Evening, please ring the school and they will direct your query to the relevant person.

Yours sincerely

Mr R Daniels
Assistant Headteacher