



**Billingshurst Primary School**  
**Headteacher : Helen Williamson BSc (Hons) MA**  
Station Road, Billingshurst, West Sussex RH14 9RE  
Tel: 01403 782789 Fax: 01403 783124  
e-mail: [office@billingshurstprimary.org.uk](mailto:office@billingshurstprimary.org.uk)  
website: [www.billingshurstprimary.org.uk](http://www.billingshurstprimary.org.uk)

28<sup>th</sup> September 2017

Dear Parents and Carers

### Parent Consultations Autumn Term 2017 – Online booking system

Every term we invite you to spend quality time with teachers to celebrate your children's progress and to discuss future targets and next steps of learning. This year we have two evenings with Tuesday's parents' evening running later to accommodate parents who work, or have a long way to travel back from work. If you are able to, please make an earlier appointment and leave the later ones free for those who need them. Appointments will be 10 minutes long.

Tuesday 17<sup>th</sup> October - Parent Consultations 4.00-7.30 pm  
Wednesday 18<sup>th</sup> October - Parent Consultations 3.30-5.30 pm

Your child is encouraged to participate in the discussion if you wish and feel it is appropriate. There will be time before and after your appointment for your child to show you their work.

Again this term the school are asking parents to use the **online appointment booking system**. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

The system will be live from **5.00 pm on Monday 2<sup>nd</sup> October** and you can book appointments from then until **3.00 pm on Monday 16<sup>th</sup> October**. Should you wish to make any changes after this date please contact the school office.

Please visit <https://billingshurst.parentseveningsystem.co.uk> to book your appointments. You can also access this from our website from 'Latest News' on the home page. (A short guide on how to add appointments is included with this letter.) If you have not used the system before, login with the following information:

Child's First Name:  
Child's Surname:  
Child's Date of Birth

If you do not have access to the internet, there will be a computer available in the office annexe from 3.00 pm to 3.30 pm from Tuesday 3<sup>rd</sup> October to Friday 6<sup>th</sup> October for you to make your appointments.

Yours sincerely

Helen Williamson  
Headteacher



2016/17

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