



## **HILLINGDON PRIMARY SCHOOL**

*Learning and Achieving Together*

**Co-Principal:** Ms Sabrina Kelly BEd (Hons)  
**Co-Principal:** Ms Samina Saidiya MEd

E-mail: [hillprimary@hillingdonprimaryschool.org.uk](mailto:hillprimary@hillingdonprimaryschool.org.uk)  
[www.hillingdon.hillingdon.sch.co.uk](http://www.hillingdon.hillingdon.sch.co.uk)

Uxbridge Road,  
Hillingdon  
Middlesex,  
UB10 0PH

Tel: 01895 590087

Wednesday 6th March 2024

Dear Parents and Carers,

**Reception to Year 6 - Parent Consultation Meeting**  
**Monday 18th March - Thursday 21st March Online meetings**

We would like to invite you to meet with your child's class teacher to discuss their progress.

We ask that all parents/carers attend this online parent consultation meeting. Experience shows us that the active involvement of parents/carers makes a difference to a child's success at school.

A child's attendance at this meeting is often helpful as they can see their family working with the school. Together we can discuss their successes as well as their areas for development so that we can all work together to ensure success. However, we will leave parents to decide what is best for their child and family.

Parent Consultation meetings for Reception to Year 6 are taking place over four days: Monday 18th March, Tuesday 19th March, Wednesday 20th March and Thursday 21st March. Please check the times allocated for your child on the online booking system. There is a variation in the times offered. Please book as early as possible to ensure you have a time convenient for you. Each appointment is allocated 10 minutes.

This term, there are no consultation meetings with nursery parents. The nursery staff are available before and after each session should you wish to discuss anything with them.

**If your child has an EHC plan please do not book a meeting on the online system. You will be contacted by Mr Hancox (Assistant Head for Inclusion) to arrange a meeting if you have not had an Annual Review meeting this term.**

### **Reminder**

Prior to the parent consultation meeting, your child's books (Year 1 to Year 6) are available to view in the school hall. Please make reference to the letter attached and spring term dates for the date and time allocated to your child's class.

***Please note that an appointment can not be booked outside the scheduled appointment times unless there are exceptional circumstances. If you do have exceptional circumstances, please email the school at [hillprimary@hillingdonprimaryschool.org.uk](mailto:hillprimary@hillingdonprimaryschool.org.uk) and explain your circumstances.***

Yours faithfully



**Ms Sabrina Kelly**  
Co-Principal



**Ms Samina Saidiya**  
Co-Principal

### **Information from the Office Team - Procedure for Booking a Virtual Parent Consultation**

We use a quick and easy on-line booking system. This allows you to choose your own appointment times with your child's teacher. It is only possible for one log-in from one household to be made.

Appointments can be made online from Friday 8th March from 4:00pm. The online booking system will **close** on Friday 15th March at 6:00pm.

Please visit the following link: <https://hillingdonprimaryschool.parentseveningsystem.co.uk/> to book your appointment (*a short guide on how to book appointments is attached to this email*). If you do have difficulty booking the appointment online or do not have access for video calls, please contact or email the school on [hillprimary@hillingdonprimaryschool.org.uk](mailto:hillprimary@hillingdonprimaryschool.org.uk) and we will be able to assist you swiftly.

A guide to attending video appointments is available [here](#) with a useful instructional video. The video calls can be accessed very simply via logging into the parents evening system or following the appointment link that is in your appointment confirmation email. We advise that you check that your software is compatible and have tested the system before your appointment time. Note that video calls start and end automatically at the designated appointment times therefore you must be on time for your appointment time as the calls cannot run beyond the allocated time.