



HILLINGDON PRIMARY SCHOOL

Learning and Achieving Together

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Thursday 6th March 2025

Dear Parents / Carers,

PARENT CONSULTATION MEETINGS (SPRING TERM 2025) - Reception, Key Stage 1 & Key Stage 2

Many thanks to those of you who responded to last term's survey about parent consultation meetings; we are always keen to listen to parent feedback and work together. Experience shows us that the active involvement of parents/carers can make a significant difference to a child's success at school.

Having analysed the survey results it seems that many parents would prefer for meetings to continue online, but there is also demand from some for face-to-face meetings. As a result, we intend to develop a hybrid approach which will afford more parental choice.

Appointments

We will be offering virtual appointments on Tuesday 25th March and face-to-face meetings on Thursday 27th March. The first available appointment for both will be at 3:40pm, and the last appointment will start at 6:10pm.

We are confident that this approach will cater for all parents' needs and hope that all parents are able to book their preferred 'type' of appointment. We would ask that those parents who have flexibility with timings and would be equally happy with a virtual appointment as a face-to-face appointment would consider delaying their booking for a couple of days, in order to allow parents with more limited options the opportunity to book a convenient appointment.

The booking system will be open from 5:00pm on **Thursday 6th March** until 9:00am on Friday 21st March. Appointments for either evening (both virtual **and** face to face) need to be booked via <https://hillingdonprimaryschool.parentseveningsystem.co.uk/> Each appointment, whether virtual or face to face, will be 10 minutes long. If parents have particular concerns/worries they should not wait to discuss these at parent consultation meetings but should make contact with the school as soon as they have a concern.

Please note that an appointment cannot 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 and explain your circumstances and we will do our best to support you.

For parents attending the face-to-face sessions, there will be an opportunity to look at your children's books immediately before/after your appointment. For those parents attending virtual meetings, there will be 'drop in' sessions on the dates listed below (8:15am-8:45am) where parents can come to the hall to look at their child's books.

Dates for drop ins:

Year 1: 24th March

Year 2: 21st March

Year 3: 20th March

Year 4: 19th March

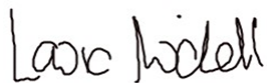
Year 5: 18th March

Year 6: 17th March

If your child has an EHC plan, please do not book a meeting via the online system. Instead, you will receive a letter from Mr Hancox (Assistant Principal for Inclusion and SENCO) regarding arrangements for a face-to-face meeting.

Thank you in advance for your support and patience as we trial this approach. We would welcome any feedback once the consultations have taken place; we will send out a survey before the end of term.

Kind regards,



Ms. Mitchell
Vice Principal

Information from the Office Team - Procedure for Booking a 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 appointment per child to be made.

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, please contact or email the school on hillprimary@hillingdonprimaryschool.org.uk and we will be able to assist you swiftly.

For virtual appointments on Tuesday 25th March

A guide to attending video appointments is available [here](#) with a useful instructional video. The video calls can be accessed very simply by 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.

For in-person meetings on Thursday 27th March

Please remember to book your appointment via the online booking system mentioned above. On arrival at school for these meetings, you will need to use the Uxbridge Road entrance and head towards the main reception office. You will then be directed towards your child's appointment.