



## HILLINGDON PRIMARY SCHOOL

*Learning and Achieving Together*

**Principal:** Mrs Ann Bowen-Breslin (MA)  
**Head of School:** Ms Sabrina Kelly B.Ed (Hons)

Uxbridge Road,  
Hillingdon,  
Middlesex,  
UB10 0PH

Email: [hillprimary@hillingdonprimaryschool.org.uk](mailto:hillprimary@hillingdonprimaryschool.org.uk)  
Website: [www.hillingdon.hillingdon.sch.co.uk](http://www.hillingdon.hillingdon.sch.co.uk)

Tel: 01895 590087

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Friday 12th November 2021

Dear Parents and Carers,

### **Nursery - Parent Consultation Meeting** **Monday 22nd November, Tuesday 23rd November to Thursday 25th November 2021**

We would like to invite you to meet with your child's class teacher to discuss their progress and how they have settled back into school this year. Parent consultation meetings will take place using the Virtual Parents Evening System. The appointments will last for 10 minutes.

We ask that all parents/carers attend this parent consultation meeting. Experience demonstrates that the active involvement of parents/carers makes a difference to a child's success at school. At this first meeting of the school year we request that we meet only parents/carers and that your child or any siblings are not present. This will enable us to have a full discussion in relation to your child's engagement and progress in learning during the past few months.

#### **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. Due to the way the virtual meetings are set up on this system, it is only possible for one log-in from one household to be made.

Appointments can be made online from Friday 12th November 2021 at 4pm. The online booking system will **close** on Monday 22nd November 2021 at 12 noon.

Please visit the following link: <https://hillingdonprimaryschool.parenteveningsystem.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



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A member of the Elliot Foundation Academy Trust

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.

***Please note that no appointment can be booked outside the scheduled appointment times unless there are exceptional circumstances and this is authorised by the Principal. If you do have exceptional circumstances, please email the school at [hillprimary@hillingdonprimaryschool.org.uk](mailto:hillprimary@hillingdonprimaryschool.org.uk).***

Yours faithfully

A handwritten signature in cursive script that reads "Ann Bowen-Breslin".

Ann Bowen-Breslin  
Principal