



# Hinchingbrooke School

Inspiring excellence Fulfilling potential  
A DfE Academy with a Specialism in Sport

Our Ref KMT/RR/NCD

23 April 2014

Dear Parent/Carer,

## Year 7 Parents' Consultation Evening Thursday 15 May 2014

I am writing to invite you to meet your son's /daughter's subject teachers and to discuss his/her progress.

Members of staff will be present from 4.30pm to 7.00pm on Thursday 15 May. For this Parents' Evening, we are using our **on-line booking system**. Once you have decided which teachers you wish to see, please use the instructions on the next page to access the system. We hope that this will make the process easier for you.

If you are unable to access or use the online system, please ask your son/daughter to contact Mrs Nicola Darbyshire in the Lower School office with the names of the subject teachers you would like to see. Alternatively, you can contact Mrs Nicola Darbyshire yourself on 01480 375700 extension 5766 and she will make appointments for you. If you are unable to make an appointment with a teacher or teachers because there are no available slots, please contact the teacher directly via e-mail or telephone to discuss your child's progress.

### Signing in

In the past staff have been uncertain whether parents are present during the evening. To solve this, on arrival please report to the **Maths Area, in Middle School** and tick off your name on the sign-in lists. There will also be a notice indicating if any teachers are absent through illness.

### Keeping moving

You may make up to eight, 5 minute appointments, with a **5-minute gap** in between to allow for movement around the buildings. It would be much appreciated if teachers and parents could keep their conversations concise so that the schedule can be followed as closely as possible. At the same time I would ask everybody to be as co-operative, understanding and patient as possible. If a serious concern emerges during a conversation, a teacher will always be pleased to arrange to see you on a separate occasion to examine the issue in greater depth. Mr Simon Cooke, Assistant Principal, will also be available if you wish to discuss a particular issue with him.

### Finding your way

The Middle School will be clearly signposted to guide you to the interview rooms.

I hope that you will be able to meet your son/daughter's teachers in order to celebrate their success and/or identify any problems which may be solved through early action.

Yours faithfully,

Mrs Kate Tandy  
Head of Lower School

Miss Ruby Rana  
Deputy Head of Lower School

Telephone 01480 375700 extension 5766  
Email [lowerschool@hinchbk.cambs.sch.uk](mailto:lowerschool@hinchbk.cambs.sch.uk)

## On-line Booking System

To log onto the system, please go to the school website  
[www.Hinchingbrookeschool.net](http://www.Hinchingbrookeschool.net)

And click on the link for Year 7 parents evening or enter

<https://parents-booking.co.uk/hinchingbrooke>

then

Click on ***Please Enter Your Details Here***

Fill in the boxes on the pop up. When done press ***Save***

Next

Click on ***Year 7 Parents Evening*** and follow the instructions on the page to make appointments with your son/daughters teachers

On the pop up add what, if anything, you wish to discuss and click on ***Make Booking***. If you do not want to add anything just click on ***Make Booking***

If you wish to cancel a booking click on the relevant box then click on the ***Cancel A Booking*** at the top of the page

When you have finished making all of your appointments you can either email or print them.

Ensure you enable ***Allow Pop-ups***

Once completed close the window.

If you have any problems please contact the school either by phone on **01480 375700 Extension 5766** or email [parentevenings@hinchbk.cambs.sch.uk](mailto:parentevenings@hinchbk.cambs.sch.uk) and we will get back to you.