



GILTHILL PRIMARY SCHOOL

Kimberley
Nottingham
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www.gilthillprimaryschool.co.uk

Headteacher: Mrs N Allison



Dear Parent/Carer

1st October 2025

Parents' Evening Consultation Meetings – Autumn Term 2025

We are delighted to be offering face to face appointments for our Autumn term parent's evening consultation meetings. We do appreciate some parents prefer a telephone consultation. If this is the case, please contact your child's class teacher via Dojo to arrange a suitable date and time.

The meetings are designed to help you share your child's learning journey. There will be an opportunity for you to discuss how your child has settled into their new class, the progress they are making and suggestions on how you can support your child during the rest of this academic year.

You are invited to make an appointment with your child's class teacher on:

- **Tuesday 14th October 2025 between 3.40 and 6.00 p.m. or**
- **Wednesday 15th October 2025 between 3.40 and 6.00 p.m.**

We have no buffer time between each 10-minute appointment slot, so we are asking teachers to keep to time wherever possible. This will ensure the event runs smoothly and teachers do not over run. If you need additional time, please arrange an additional meeting with the class teacher. **Wherever possible please leave your child at home as they will not be able to attend the meeting.**

We are once again using an online booking system using **Microsoft Bookings** to book appointments. You can access the parent booking system via the following link:

<https://outlook.office.com/book/GilthillPrimarySchool@gilthill.notts.sch.uk/>

Once on the link, you can:

- Choose your preferred date (either 14.10.25 or 15.10.25)
- Select your child's class teacher from the drop-down menu. **Do not select 'anyone'** as this may result in a meeting with a different teacher.
- This will then show you the available time slots.
- Choose your preferred time slot and fill in your contact details.
- Answer the supplementary question.
- You will receive an email with your appointment time and a link to manage your bookings if you need to cancel or rearrange.

The booking window will be open from Wednesday 1st October until Friday 10th October. Once the booking window has closed, you will need to see the class teacher to arrange a booking. If you experience any issues, please contact the school office or your child's class teacher for support.

We look forward to seeing you and discussing your child's progress.

Kind regards
Mrs Allison
Headteacher



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Council England