



GILTHILL PRIMARY SCHOOL

Kimberley
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www.gilthillprimaryschool.co.uk

Headteacher: Mrs N Allison



Dear Parent/Carer

Parents' Evening Consultation Meetings – Autumn Term 2026

We are delighted to be offering **face-to-face appointments** for our Autumn Term Parents' Evening consultation meetings. We appreciate that some parents may prefer a telephone consultation. If this is the case, please contact your child's class teacher via Class Dojo to arrange a suitable date and time.

These meetings provide an important opportunity to discuss your child's learning journey. You will be able to talk about how your child has settled into their new class, the progress they are making, and ways in which you can support them throughout the remainder of the academic year.

Due to staffing arrangements, we have had to make a slight adjustment to our Parents' Evening dates.

- **Year 3 parents** will be able to book appointments on **Wednesday 14th October** and **Thursday 15th October**.
- **All other year groups** will be able to book appointments on the previously advertised dates of **Tuesday 13th October** and **Wednesday 14th October**.

Appointments will be available between **3.40pm and 6.00pm** on each evening.

We apologise for this change, but it will ensure that the relevant members of staff are available to meet with you and discuss your child's progress fully.

You are invited to make an appointment with your child's class teacher on one of the following dates:

- **Tuesday 13th October 2026, 3.40pm to 6.00pm** (*all year groups except Year 3*)
- **Wednesday 14th October 2026, 3.40pm to 6.00pm** (*all year groups*)
- **Thursday 15th October 2026, 3.40pm to 6.00pm** (*Year 3 only*)

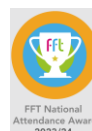
As appointments are scheduled in 10-minute slots with no buffer time between meetings, we kindly ask that everyone arrives promptly and helps us to keep to time. This will ensure that the evening runs smoothly for all families. If you feel that you need more time to discuss your child's progress, please arrange an additional meeting with the class teacher. **Wherever possible, please do not bring children to the appointment, as they will not be able to attend the meeting.**

Booking Your Appointment

We will once again be using **Microsoft Bookings** to manage appointments.

Please use the following link to access the booking system:

<https://bookings.cloud.microsoft/book/GilthillPrimarySchool@gilthill.notts.sch.uk/?ismsaljsauthenabed>



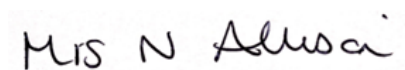
Once you have opened the link:

1. Select your preferred date:
 - **13th or 14th October** (all year groups except Year 3)
 - **14th or 15th October** (Year 3 only)
2. Select your child's class teacher from the drop-down menu. **Please do not select 'Anyone'**, as this may result in an appointment being allocated with a different teacher.
3. View the available appointment times.
4. Select your preferred time slot and enter your contact details.
5. Complete the supplementary question.
6. You will receive a confirmation email containing your appointment details and a link to amend or cancel your booking if required.

The booking system will open on **Wednesday 30th September** and close on **Friday 9th October**.

After the booking window has closed, appointments can only be arranged directly with your child's class teacher. If you experience any difficulties using the booking system, please contact the school office or your child's class teacher for support.

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



Mrs N Allison
Headteacher