



GILTHILL PRIMARY SCHOOL

Kimberley
Nottingham
NG16 2GZ

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www.gilthillprimaryschool.co.uk

Headteacher: Mrs N Allison



Dear Parent/Carer

Parents' Evening Consultation Meetings – Spring Term 2025

We are delighted to offer face-to-face appointments for our Spring Term parents' evening consultation meetings. We understand that 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 in your child's learning journey. There will be an opportunity for you to discuss how your child is progressing in their class, the advancements they are making, and suggestions on how you can support them during the rest of this academic year. You will also have the chance to look at your child's work.

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

- **Tuesday 11th February 2025 between 3:40 and 6:00 p.m. or**
- **Wednesday 12th February 2025 between 3:40 and 6:00 p.m.**

We have no buffer time between each 10-minute appointment slot, so we ask teachers to stick to the schedule whenever possible. This will ensure the event runs smoothly and teachers do not overrun. If you require additional time, please arrange a separate 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, Microsoft Bookings, to book appointments. You can access the parent booking system via the following link:

<https://outlook.office365.com/owa/calendar/GilthillPrimarySchool@gilthill.notts.sch.uk/bookings/>

Once on the link, you can:

- Choose your preferred date (either 11.02.25 or 12.02.25)
- 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.
- Please consider movement around the school if you are booking multiple appointments for siblings.

The booking window will be open from Tuesday 28th January until Friday 7th February. 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

