



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 – Summer Term 2025

As in previous years, we are offering an additional opportunity for parents to meet with their child's class teacher. This is an optional meeting, and it is not compulsory for all parents to attend. Your child will still be bringing home an end of year report in July and most of their schoolwork will be sent home for you to share at the end of the year.

If you feel it would be beneficial to meet with your child's class teacher at this point in the school year, then please follow the instructions below.

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

- **Tuesday 10th June 2025** between **3.40 and 5.40 p.m.** or
- **Wednesday 11th June 2025** between **3.40 and 5.40 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 join 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/owa/calendar/GilthillPrimarySchool@gilthill.notts.sch.uk/bookings/>

Once on the link, you can:

- Choose your preferred date
- 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 21st May 2025 and will close on Monday 9th June 2025. 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.

Kind regards
Mrs Allison
Headteacher

