



November 2019

Dear Parent/Carer

Year 11 Student Progress Evening – Thursday 5th December

Please find below details about the forthcoming Student Progress Evening for Year 11. The Student Progress Evening will provide you with an opportunity to discuss your son's/daughter's progress so far this year with his/her subject teachers. We hope that you will also encourage your son/daughter to attend this important event with you.

From **Wednesday 4th December** you will be able to access a copy of your son's/daughter's latest Student Progress Report via My Ed and email, which will enable you to see the progress he/she has made in each subject area. The report will also contain information regarding your child's current working grade and their target grades. It will also include information about attendance, behaviour and attitude to learning. You may find it useful to bring the report with you to the Student Progress Evening.

As you are aware, all appointments for Student Progress Evenings are now made through <https://parents-booking.co.uk/higham>

To enable parents/carers to secure appointments for all their son's/daughter's subject teachers, the Student Progress Evenings run from 3.00pm – 8.00pm. Please choose the appointment times within this time frame which are most convenient to you. Appointments will be of five minutes duration with a five minute gap between appointments. Please also complete an Evaluation Sheet on your departure.

How do I book appointments? To book appointments, please log onto <https://parents-booking.co.uk/higham> and enter the following information to enable you to log in:

1. Parent's title
2. Parent's surname
3. Child's preferred first name
4. Child's surname
5. Child's Date of Birth - dd/mm/yyyy

When can I log in and book appointments?

The Year 11 Student Progress Evening appointment booking system will go live at **6pm on Tuesday 26th November** and will close on **Wednesday 4th December at 12 noon.**

Please do not try to book appointments before this time. The booking system may still be undertaking maintenance and if you book any appointments before the system is officially open, this may mean your request is not submitted correctly or appointments are cancelled.

Please note the online booking system operates on a first-come, first-served basis.

What if I experience difficulties logging in or I don't have internet access?

Please contact the School's Student Progress Evening Administrator, Miss Lees on 02476 388123.

Guidance and support

Please look at the video guidance once logged into <https://parents-booking.co.uk/higham>



Higham Lane School

Helping Learners Succeed

Headteacher: Phil Kelly BA MBA NPQH

I would be grateful if, when arriving for the Student Progress Evening, you would park on the back playground. **Please report to the signing in area outside the Library on arrival**, in order to register your attendance. At the same time, you will be able to collect a map of the School and a list of rooms where staff have been allocated, although, if you have printed off your appointment times this will already be in your possession. Please ensure that you keep to the five minute allocated time with each teacher. We have asked teachers to do the same; this is essential to the smooth running of the appointments system. If you have particular concerns that require a more in-depth discussion, please arrange a separate appointment with the relevant member of staff.

During the evening David Hayter, our careers advisor, will be available in the Library, and will be available for one to one appointments. Please book these in the same way as you would an appointment with a teacher. Depending on his appointment schedule, David will also welcome drop in's from parents/carers and students. Please check his schedule on the door to the Library to check availability for these. To avoid disappointment, please make an appointment.

Refreshments will be served in Chine Hall foyer. Mr Banks, Deputy Headteacher, will be in attendance.

We look forward to meeting you again and sharing our thoughts on your son's/daughter's current progress.

Yours sincerely

Mr M Davies

Progress Leader Year 11

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