

20 February 2018



Dear Parent/Carer

The Year 12 & 13 Parents'/Carers' Consultation Evening will take place on **Tuesday 13 March 2018** from **4.30pm to 7.30pm**. You can book an appointment with your child's class teacher online via **My Child at School**. Once logged in, a tab will appear - click on 'Parent Evening' and you can use the drop down menu to choose your parents' evening. Upon selection, you will be prompted to book available parents' evening appointments. To arrange an appointment, simply click the blue box containing the desired teacher/subject. You will see a list of available teachers and appointment slots. Click on the 'Book' button next to the subject name to book your preferred time. Your booked appointments will show at the bottom of the screen.

Appointments can be made from 8.30am on Friday 23 February and will close on Wednesday 7 March. You can continue to view and print your appointment schedule at any time after this closing date. If you wish to make any changes after this time, please contact the school office.

If you would like to register for My Child at School access, please email your child's name, tutor group and date of birth and your name to [data@hamptoncollege.org.uk](mailto:data@hamptoncollege.org.uk) and we will arrange for a registration email to be sent to you. If you have previously registered for My Child at School and cannot remember your password, please click on the 'Forgotten your password?' link on the website.

This is the second formal opportunity for you to see how your child is progressing this year; grade cards were issued in December and there will be another in March, with a third being issued in July for Year 12. We would really encourage all parents to attend, if possible. In the meantime, however, if you have further questions or concerns, please do not hesitate to contact myself or class teachers directly to address these.

If you do not have access to the internet, please contact the school office, where they will be happy to add appointments on your behalf.

Yours sincerely

Mrs E Weston  
Head of Sixth Form

Head of School (Primary Phase): Paul Jones Head of School (Secondary Phase): John Gilligan  
Executive Headteacher: Helen Price

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