



# HITCHIN GIRLS' SCHOOL

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Headteacher: Mr J. E. Crowther

Ref: 183

26 March 2024

Dear Parent/Carer,

## Year 8 Parents' Evening - Thursday, 2 May 2024

I would like to invite you to attend our remote Parents' Evening which will be held on Thursday, 2 May from 4.00pm to 8.00pm.

We are continuing to use our online booking system which involves easy and intuitive on-line bookings for video calls. The system allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. The system is pre-populated with the relevant staff for each student.

Appointments can be made from 8.00am on Tuesday, 16 April and will close on Friday, 26 April at 8.00am. Should you wish to make any changes after 26 April, please contact the Exams and Data team: [Exams@hgs.herts.sch.uk](mailto:Exams@hgs.herts.sch.uk).

Our SENCo, Mrs Cole, will also be available for appointments and if you would like an appointment with her please send an email to [exams@hgs.herts.sch.uk](mailto:exams@hgs.herts.sch.uk) in order to arrange this.

Please visit <https://hitchingirls.schoolcloud.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter.) Log in with the following information: parent first name, parent surname, student date of birth and parent email address. Note: these details will need to match those which are retained on the school records.

When booking the appointments we advise that you leave a five minute gap between each appointment as the feedback from parents so far has been that such gaps are useful to allow for a pause and opportunity to digest and discuss what has been raised.

The booking system allows for two parents to join the same meeting from different locations. Please note that for safeguarding reasons this link is only to be shared with adults with parental responsibility.

It is not possible to see all staff due to the nature of the timetable and please make appointments where it is strictly necessary to help us manage the demands on our staff during this busy period.

## On the evening



On the evening itself, it is our expectation that parents and students will take part in the meetings with their teachers. The appointment times are scheduled for five minutes and will begin and end automatically at the scheduled time - they cannot be rescheduled on the evening and the time allocated cannot be extended.

Please use the link below to access some further guidance on how the appointments will work on the evening:

[Parent guide](#)

As the meetings will be held from home, there is no expectation that students will be wearing their school uniform, however, it is important that an appropriate dress code is adhered to.

Yours sincerely,



Andrew Jones  
Deputy Headteacher