



FERN HILL PRIMARY SCHOOL

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www.fernhill.kingston.sch.uk

Headteacher: Mr A. Scott

1st October 2021

Parents' Evening – Autumn Term 2021

Dear Parents and Carers,

Parents' Evening will be held on Wednesday 13th October, 4:00 – 7:00 pm and Thursday 14th October, 1:45 – 6:00 pm.

In order to accommodate both virtual and in person appointments, **school will close for children in Reception through to Year 6 at 1:30 pm on Thursday 14th October**. This is thirty minutes earlier than we would usually close for Parents' Evening. Nursery will run as normal until 3:25 pm.

After school clubs on Thursday 14th will run but at an earlier time. Tree Tops will also run from 1:30 pm until its usual finish of 6:00 pm. Please see the information overleaf for further details.

You will be able to book a ten minute appointment with your class teacher through our Parents' Evening System from **midday on Friday 1st October to midday on Thursday 7th October**. Virtual and in person appointments will be held on different days during the following times:

Wednesday 13th October, 4:00 – 7:00 pm — virtual appointments via video call

Thursday 14th October, 1:45 – 6:00 pm — in person appointments at school

Nursery will have a number of additional appointments available during the school day on Monday 11th October from 1:00 – 3:00 pm.

Please be aware that appointments are bookable on a first come, first served basis. Video call appointments are available on Wednesdays only; in person appointments are available on Thursdays only.

To book, please follow this link: [Parents' Evening System](#)

The video call facility is hosted on Parents' Evening System. A detailed guide and supporting video on how to book, and later attend, your appointment is available: [How to attend appointments over video call](#)

We are passionate about developing the whole child and instilling an enduring love of learning

Inspiration

Collaboration

Empathy

Excellence



Please note that video appointments will automatically terminate after ten minutes. If your video call loses connection, the system will attempt to re-call until the allocated ten minutes has expired.

If you have a SEND review scheduled with the Inclusion Team, or are in the process of scheduling it, you do not need to book a Parents' Evening appointment as well. Your child's class teacher will attend their SEND review.

For any queries regarding booking an appointment, please contact the school office via email at: office@fernhill.rbksch.org or by telephone on 0208 247 0300.

Arrangements for after school clubs

Football, Tennis and Gymnastics clubs will run directly after school ends, from 1:30 – 2:30 pm. Unfortunately, our Chess club leader is not available until 2:00 pm so the children attending will be supervised by staff from 1:30 – 2:00 pm in the Chess room and the club will run from 2:00 – 3:00 pm.

Arrangements for Tree Tops

On Thursday 14th October, Tree Tops will run from 1:30 – 6:00 pm. Sessions will remain the same but take into account the early closure. There will be no additional charge for the extended provision.

Early Half session — 1:30 – 4:30 pm

Late Half session — 2:30 – 6:00 pm

Full session — 1:30 – 6:00 pm

Nursery children may join the Early Half session as usual.

In order to ensure appropriate staffing, the usual Tree Tops deadline does not apply for Thursday 14th October. **All bookings must be made and paid for via ParentPay by midnight on Sunday 3rd October. This is the cut-off point for a guaranteed place.** Thereafter, to make a booking, you should email treetops@fernhill.rbksch.org to request a place on the waiting list.

Yours faithfully,

Fern Hill Primary School