



FERN HILL PRIMARY SCHOOL

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www.fernhill.kingston.sch.uk

Headteacher: Mr A. Scott

18th March 2022

Parents' Evening – Summer Term 2022

Dear Parents and Carers,

Our second Parents' Evening of this school year will be held on Wednesday 20th April, 4:00 – 7:00 pm and Thursday 21st April, 1:45 – 6:00 pm.

To accommodate both video and in person appointments, **school will close for children in Reception through to Year 6 at 1:30 pm on Thursday 21st April.** Nursery will run as normal until 3:25 pm.

There will be no after school or lunchtime extracurricular clubs running the week of Parents' Evening. On Thursday 21st April, Tree Tops will 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 **10:00 am on Monday 21st March to 10:00 am on Monday 28th March.** Video and in person appointments will be held on different days during the following times:

Wednesday 20th April, 4:00 – 7:00 pm — appointments via video call

Thursday 21st April, 1:45 – 6:00 pm — in person appointments at school

Nursery will have additional in person appointments available during the school day on Monday 25th April 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 the 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 Tree Tops

On Thursday 21st April, 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.

To ensure appropriate staffing, the usual Tree Tops deadline does not apply for Thursday 21st April. **All bookings must be made and paid for through ParentPay by midnight on Sunday 27th March. 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. **Bookings made through ParentPay after the deadline will be automatically cancelled.**

Yours faithfully,
Fern Hill Primary School