



FERN HILL PRIMARY SCHOOL

Richmond Road, Kingston upon Thames, KT2 5PE
Telephone: 020 8247 0300 E-mail: office@fernhill.rbksch.org
www.fernhill.kingston.sch.uk

Headteacher: Mr A. Scott

30th September 2022

Parents' Evening – Autumn Term 2022

Dear Parents and Carers,

Our first Parents' Evening of this school year will be held on Wednesday 12th October from 4:00 – 7:00 pm and Thursday 13th October from 2:00 – 6:00 pm.

To accommodate both video call and in-person appointments, on Thursday 13th October **school will close at 1:30 pm for children in Reception through to Year 6.** Nursery will run as normal until 3:25 pm.

You will be able to book a ten-minute appointment with your class teacher through our Parents' Evening System from **12:00 pm Friday 30th September. The booking window will close at 6:00 pm on Thursday 6th October.** Video and in-person appointments will be held on different days during the following times:

Wednesday 12th October, 4:00 – 7:00 pm — appointments via video call

Thursday 13th October, 2:00 – 6:00 pm — in-person appointments at school

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.](#)

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.

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

Inspiration

Collaboration

Empathy

Excellence

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 lunchtime and after school clubs and Tree Tops on Thursday 13th October

Lunchtime and after school clubs

On Thursday 13th October, lunchtime and after school clubs will run as usual. After school clubs will run at the earlier time of 1:30 – 2:30 pm. Your child will be dismissed from the usual collection point at 2:30 pm.

Tree Tops

On Thursday 13th October, Tree Tops will run from 1:30 pm until its usual finish of 6:00 pm for existing bookings. **Please note that Tree Tops is fully booked for Thursday 13th October and any new bookings made through ParentPay will be automatically cancelled.**

Yours faithfully,
Fern Hill Primary School