



# Harrow Way Community School

Learning for life, success for all

Headteacher: Mrs D L German

Harrow Way | Andover | Hampshire | SP10 3RH

8<sup>th</sup> March 2024

Dear Parent/Carer

On Thursday 21st March between 3:30pm and 7:30pm, we would like to invite you to attend our **Year 8 Parents' and Carers' Subject Virtual Consultation Evening**, which will give you the opportunity to discuss your child's progress with their teachers. This is a significant event in students' learning and we expect at least one parent or carer of each child to make appointments.

**Please note:** this event will be held **ONLINE ONLY, as a video event**. Our recent survey demonstrated that many parents like face to face meetings. Nevertheless, there was also a large number of parents who preferred virtual evenings as they work outside Andover. As a compromise, we are going to run this Parents Evening online.

You will be able to join your child's subject teachers online for timed 5-minute appointments, using either a computer with a microphone and webcam, or a smartphone. **This event will open for parent/carers bookings at 4:00pm today, Friday 8th March**, and will remain open for bookings until 1:00pm on the day of the event. You are welcome to make appointments with teachers of all Core subjects, English, Maths and Science. We would advise you to speak to teachers in the **subjects that your child plans to continue studying next year**. You do not have to make appointments for subjects that your child plans to drop at the end of this year. We would encourage your child to join the meeting as well, if possible, as this is often helpful.

Please be aware that Mrs Gibbs (Art) is leaving our school on 15th March, therefore is unavailable on the Consultation Evening. Similarly, Mr Larcombe (D&T) will not be available. If you wish to know about your child's progress in Art or Design Technology because your child intends to choose one of these subjects next year, please contact Mrs Thomas at school, who will be pleased to help you.

If any of your child's teachers are fully booked, please contact the School Office, to arrange to speak to them on a different date or to receive an email update. This is especially important if you have a concern about your child's progress in that subject.



**Please see the foot of this letter for details of how to access the booking site and make your appointment(s).** If you cannot book at home, please contact the school as soon as possible.

### **Students with SEND in Year 8**

If your child or children in Year 8 have SEN and you are linked on the booking site to Mrs Law, please make an appointment with her as well as with the subject teachers.

We look forward to meeting you online.



Yours faithfully  
Mrs D German  
Headteacher

### **To access the booking system:**

- 1) Go to the Harrow Way Website at [www.harrowway.hants.sch.uk](http://www.harrowway.hants.sch.uk)
- 2) Hover over the "Parents" tab and, in the box which appears below, click "Parents' Evening Bookings"
- 3) Log in, exactly as detailed below.
- 4) Select "Year 8 Parents' & Carers' Subject Consultation Evening (virtual)".
- 5) You can then let the website make your bookings within a chosen time frame (select "Make my bookings for me") - or you can choose to make your bookings manually.

### **To log in you will need:**

**Your Title and Surname (as notified to us)**

**Your child's PREFERRED forename and surname (as notified to us)**

**Your child's date of birth**

### **Troubleshooting Tips - Please read before booking!**

To log in you need to enter the details we have on record for you and your child. If you have recently changed your title or surname, for example, and not informed us, you will need to log in with the details we have on record.

The email address that you enter is only used to send you a confirmation of your appointment. If you are unable to log in, the email address will not be the problem.

If you have more than one child to make bookings for, use the 'Change Child' button on the blue bar (above the school's name) in the very top left corner of the Parent's Booking Page to swap between your children.

Please contact the school if you have any queries or technical issues.