



Our Ref: GJP/nmr  
15 April 2024

Dear Parents/Carers,

**Re: Year 7 Parent Consultation Evening  
Thursday 2 May 2024 (4.00pm – 6.30pm)**

Our forthcoming Year 7 Parent Consultation Evening will be held in school to enable parents to see their child's teacher face to face.

We will be using the online appointment system to arrange meetings for our Parent Consultation Evenings. The link to access the website has been added to our School Gateway app and is available under useful links. Please see below for further information about making the appointments.

If you have not yet downloaded the **School Gateway app** – it is free to download from your mobile phone's app store. You can find out more information by going to: <https://schoolgateway.co.uk>. This is the main method we use to communicate with parents throughout the year.

The screenshot shows the 'Parents Evening System' login page for St Bernard's High School. The page has a blue header with the school name. Below the header, there is a section titled 'Parents Evening System' with a welcome message: 'Welcome to the St Bernard's High School parent teacher conference booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.' The form is divided into two sections: 'Your Details' and 'Student's Details'. The 'Your Details' section includes fields for Title (a dropdown menu), First Name, Surname, Email, and Confirm Email. The 'Student's Details' section includes fields for First Name, Surname, and Date of Birth (with dropdown menus for day, month, and year). A green 'Log In' button is located below the form. At the bottom of the page, there are links for 'Teacher Login' and 'Administrator Login', and a small icon representing the 'Parents Evening System'.



You will be able to log in to the appointment system from 4.30pm on Monday 15 April by clicking on the Parents Evening link in the School Gateway app. You will be asked to complete the form (shown above) to log in. The items that need to match our school data is your first name and last name as well as your child's date of birth. The email address does not need to match one that we have saved for you but it is where you will receive confirmation of the appointments you have made.

You should endeavour to book an appointment with each of your child's subject teachers. Mr Pritchard, Head of Year 7 will also be available if you wish to make an appointment to see him.

Please note the appointment bookings will close on **Thursday 2 May at 12pm** so all appointments will need to be booked by this time.

**Please note that the entrance for this event will also be via the school delivery gate on Canewdon Road and not via our Main Reception point. Parking will be made available on the school playground on this evening and the gates will open from 4pm.**

If you have any issues with accessing the system and making appointments, please do not hesitate to contact myself or reception for further support.

Kind regards

Mr Pritchard  
Head of Year 7