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Website: www.hwce.co.uk
Headteacher: Mrs C Hawkins BEd (Hons), NPQH

*Be strong and
courageous.....for
the Lord your God is
with you*

5th November 2025

Dear Parent/Carer

Parents Consultation Evenings
Tuesday 18th November 4pm – 7pm and Wednesday 19th November 2025 4pm – 6.30pm

Our Parent Consultation Evenings will take place in the School Hall on Tuesday 18th November and Wednesday 19th November 2025.

Each appointment is ten minutes, but if this proves to be insufficient you are welcome to make a further appointment at a mutually convenient time.

Online Booking System

We will be using our new online booking system for arranging teacher meetings this Parents Evening, which will work in the following way:

1. Each child's Primary Contact should have received an email from support.jw@junipereducation.org with details of how to set up your Parent Account.
2. The booking system will be live from 5th November to 10th November
3. Please then visit www.hwce.co.uk/parentportal/parents-evening
4. When prompted, enter your Email Address (the one registered with the school) and Password. If you have not yet set your password, select **Forgot your password** to request a password reset email.

Booking Appointments

1. Select the child you want to book an appointment for in the top right-hand corner of the screen (select the circle containing their initials).
2. Select the day for the appointment (if the event is across multiple days).
3. Select a time slot for your child's teacher and then **Reserve**. Your selection will show in green with the word **RESERVED**. The slot will only be reserved for 10 minutes.
4. Select **Save** to confirm the reservation by selecting **Save** in the bottom right corner:
5. **PLEASE ONLY BOOK ONE APPOINTMENT PER CHILD ON ONE NIGHT ONLY**



Head Teacher Appointments

I will be available on both evenings for parents to discuss any matters concerning their child or school life. Please make an appointment with the school office.

Please contact the office if you have any problems with this new process and we will do our best to help.

We look forward to seeing you on these evenings.

Yours sincerely



Mrs. C Hawkins
Headteacher

