



Wednesday, 19th November 2025

Dear Parents and Carers,

Re: Secondary Parent Teacher Meetings

Following the feedback from our recent parent survey, we are pleased to share that this term's Parent-Teacher Meetings will offer both in-person and online options. We recognise that families have different needs and schedules, and we are committed to providing a flexible system that enables all parents to meet with their child's teacher.

To ensure the process runs smoothly and remains fair for all families, we will be clear and consistent with appointment timings, and we kindly ask that all parents book a slot in advance. Unfortunately, we will not be able to accommodate parents arriving without a scheduled appointment, as this impacts the timetable for others. Each appointment will be a maximum of 5 minutes in length, regardless of whether the evening is online or in person.

The schedule is as follows:

Tuesday 25th November – Online

- 1:00pm – 5:00pm: **Online meetings for all teachers**
For parents who prefer a virtual appointment for ease and convenience

Wednesday 26th November – In person meetings

- 4:00pm – 6:00pm: **In person meetings for all teachers in school**

For parents who prefer to meet the teacher after school hours, face to face in person

Tuesday 2nd December – In person meetings

- 1:00pm – 3:00pm: **In person meetings for all teachers in school**
- For parents who prefer to meet the teacher during school hours, face to face in person.

Please note that each family may book only one meeting slot with their child's teacher during the available times. Any duplicate bookings will be removed to ensure fairness and access for all parents.

Further details, including booking guidance and meeting links, will be shared tomorrow (Thursday 20th November).

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We will use the same booking system for both the online and in-person events.

Thank you for your continued cooperation and support. By working together, we ensure every child at Capital School feels valued, supported, and proud of their achievements.

With best regards,

Mr. Scott Holden
Head of Secondary

