



1 June 2026

Dear PCS Families

RE: Year 7 Parents' and Carers' Evening - Thursday 4 June 2026

Now that our Year 7 students have made the transition to secondary school, our teaching staff would like to take this opportunity to meet you, discuss how your child has settled in across the year and update you on their progress. We would like to invite you all, as parents/carers of our Year 7 students, to make appointments to meet with your child's teachers on **Thursday 4 June**.

In theory you can see all their subject teachers, however some teachers work with more than one Year 7 class, so may not be able to see everyone they teach. It can be helpful to prioritise five or six teachers you really need to see.

This will be an **In Person event** and you can book your slot in advance. Appointments will take place between **3.45pm and 6.45pm**.

Each appointment is allocated five minutes. It can be frustrating when appointments overrun, so if we can all be mindful of this, that's a good start. Parents'/Carers' Evenings are not the time to resolve deep-seated issues. If you have a concern you wish to address that will take longer than five minutes, then please make an appointment to see the member of staff concerned on another occasion.

How to book your appointment slot on EDULINK

The *Parents'/Carers' Guides* to booking appointments and resetting login passwords are attached to this email. If you have any other queries about being able to login, please email pcs-enquiries@swale.at

If you use an Android device, please ensure that you have Google Chrome downloaded. You will be able to book appointments by accessing [EduLink](#) (NB: our Postcode is BN10 8RB). Please use your email address that this letter was sent to in order to login.

Once you are logged on to Edulink, please select the Parents' Evening icon. Please select the slots that you wish to book appointments for your child's subject teachers. If you need further assistance, please refer to the guides attached for how to access Edulink, book appointments and print/email all your booked appointment details prior to arriving at school.

Appointment slots can be booked from now until 8am on Thursday 4 June 2026.

Yours sincerely

J McCaughan

Mrs Jane McCaughan
Pastoral Lead Year 7