

March 2019

Dear Parent/Carers,

We would like to welcome you to our second parents' evening of the academic year. Parents evenings will be held on the same evenings for both schools.

The sessions are:

Tuesday 30th April	-	6.00 – 8.00 pm
Thursday 2nd May	-	3.40 – 6.10 pm

All bookings are via the online booking system and you will be sent an invitation shortly to book via email and text message. Once you have received your invitation please follow the instructions below:

1. Click the link that you receive through text and/or email to take you to the confirmation page. You will need internet access to do this.
2. Enter your child's first name to continue. If you have more than one child, any of their first names will work.
3. Next you will be taken to the booking page. This will show your children alongside all of the teachers that you can book in with.
4. Click 'Please Choose' to be shown a list of available times that you can click to book.
5. Click 'Book this Slot' to complete your booking. When the button has turned green you know your booking has been made.

At any time before the Parents Evening, you can click the link on your phone or email again to check your booking time or even un-book by clicking the green booked button. If you have difficulties with this system or do not have internet access, please call in to either school office.

Please collect your child as usual at 3.20pm on either day, prior to any appointment and **enter via the main Reception door.**

You are more than welcome to look at your child's work which will be available outside their classroom. Please do leave time to look at their work before or after your appointment with the class teacher. This will mean that you are available for the appointment time.

The consultations are for adults so please make sure your children are supervised at all times.

Each child is allocated a 10 minute time slot. If you have any serious concerns, please make a separate appointment to see your child's class teacher so that more time can be given.

As usual staff will be on the door to welcome you and will also be in the classrooms and practical areas.

There will be a comment sheet with your child's books. Please try and fill it in as the first thing the children will do the following morning is to look at your comments!

Yours sincerely,
Mrs A Davey
Executive Head Teacher