



Heart



Mind



Connect

Dear Parents/Carers

November 2020

### Parents' Evening

We will be holding our next Parents' Evening on **Tuesday 10<sup>th</sup> November & Wednesday 11<sup>th</sup> November**. This year as we are unable to have parents in school, we will be holding telephone appointments. As always you will have the opportunity to speak to your child's class teacher and discuss their progress. Please note that due to staff absence in Year 4 alternative dates will be arranged for parents of Year 4 children.

On both the above dates, appointments will be available from 3.00pm until 6.00pm.

Appointments will last 10 minutes and you will book your appointment on our online system. Due to the complex nature of this event appointments will be strictly timed to avoid overrunning. Full details on how to book your appointment can be found overleaf.

**When booking your appointment, you will see a comment box, please ensure that you type in this box the telephone number that you would like to be contacted on. It is vital that parents ensure they are available at the given time as we will not be able to facilitate another call during the evening due to the high numbers of families to get through.**

If you feel that you require assistance with translation, please contact us and we will make arrangements to help you with this.

If you have any problems booking your appointment, please contact the school office.

Yours sincerely



Richard Shaw  
Head of Primary Phase



Good news! Parents' Evening just got a whole lot easier because you can now book your appointments online.

We will send a link to your mobile phone or email address which will take you to our online booking system to select a time convenient for you. Please follow these simple steps to book your slot:

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 in the Primary Phase, 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. This will even give you the option to add any notes that you might want the teacher to see before the meeting.
5. After you have entered any notes, please click 'Book this Slot' to complete your booking. When the button has turned green you know your booking has been made.
6. 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.

Make sure you book your parents evening appointment ASAP to ensure you get the best time for you.