



Heart



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Dear Parents /Carer

July 2021

### Parents' Consultation Days

As you will have hopefully seen on Mr Perry's video the last week of school will be made up of remote learning for the last four days. On **Thursday 22<sup>nd</sup> July and Friday 23<sup>rd</sup> July** we will be holding parents' consultation days to give you a chance to discuss your child's report, their progress and next steps and to receive information on work that we would like them to complete over the summer holidays.

On both the above dates, appointments will be available to book as follows:

Thursday: 09.00 am– 4.15 pm

Friday: 8.45 am – 11.45 pm

Appointments will last 10 minutes and you will book your appointment on our online system. We are currently planning to hold all appointments face to face and outdoors; however, this may change if the COVID situation adjusts or the Halifax weather makes outdoor meetings inappropriate. We will text with any changes in advance. 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 in the event of a switch to phone call appointments. 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 day 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



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Good news! Parents Consultation 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 ASAP to ensure you get the best time for you.

#### Primary

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Spring Hall Lane, Halifax HX1 4TW  
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E. [primary@thehalifaxacademy.org](mailto:primary@thehalifaxacademy.org)  
Head of Primary: Richard Shaw



#### Secondary

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Gibbet Street, Halifax HX2 0BA  
T. 01422 301080  
E. [office@thehalifaxacademy.org](mailto:office@thehalifaxacademy.org)

Headteacher: Matt Perry, Chair of Governors: Dr Phil Shepherd