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Headteacher: Mr. T Jones

Thursday 4th March 2021

Re: virtual parents' evening

Dear parents/carers,

This term we will be holding our parents' evenings virtually and from next week you will be able to book your appointments online.

The sessions will run on Monday 22nd and Wednesday 24th March for Reception to Year 4 and Tuesday 23rd and Wednesday 24th for Nursery.

On Wednesday 10th March we will send a link to your mobile phone or email address which will take you to our online booking system where you will be able to select a time. 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, 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.

We hope that this new system will make booking and attending parents' evening a lot easier and offer something more personal than a phone call. As this is a new system we appreciate there may be some teething problems so please contact school should there be any issues. If you do not have access to a device or internet connection to allow you to participate in this then please ring the school office to discuss.

Thank you in advance for your co-operation and we hope that you find the new format useful.

Mr T Jones
Headteacher