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19th October 2021

Dear Parents/Carers,

Re: Parent Consultations – Wednesday 17th November 2021

We are extremely pleased to be able to invite you into school for face to face Parent Consultations. Consultation meetings will take place on Wednesday 17th November between 1:00pm and 7:00pm. Reception and Key Stage 1 teachers will meet with parents in the KS1 hall and Key Stage 2 teachers will be in the KS2 hall.

Parents of Reception and Key Stage 1 children, please walk up the driveway to the Key Stage 1 hall and enter via the double doors (these are also the breakfast club/ after school club doors) .

Parents of Key Stage 2 children, please enter the Key Stage 2 hall via the school office.

Please note that the time for each interview is limited to **ten minutes**. Your child's books will be available for you to peruse and we would encourage that you arrive earlier than your appointment slot, to allow time for you to do this.

Mrs Andreou (Inclusion Leader) will also have time slots available for you to book, should you wish to discuss any matters regarding additional needs. **Please contact the school office directly to book an appointment to see Mrs Andreou.**

To book teacher appointments 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. This will work on a first come first served basis.

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 to meet.
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.

If for any reason you are having any issues with accessing the email/text, then please feel free to call the school office where we will be able to assist you with your bookings.

We will send a text prior to the link being sent, so that parents are reminded of when the bookings will 'go live'.

Consultation appointments will be live from 9:30am Monday 8th November until 4:00pm Monday 15th November.

We look forward to seeing you.

Yours sincerely



Mrs M Clark
Deputy Headteacher