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10th May 2023

Dear Parents/Carers,

Re: Parent Consultations – Thursday 15th June 2023

We are pleased to be offering face to face parent consultations for your child next term. Consultation meetings will take place on Thursday 15th June, between 1:00pm and 6:30pm. Parent drop-ins will not be taking place this term.

All teachers will be based in the KeyStage 2 Hall. Entrance to the Key Stage 2 hall is via the school office.

Please note that the time for each consultation is limited to ten minutes. Your child's books will be available for you to peruse and we would encourage you to arrive slightly 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 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 22nd May** until 3:30pm Monday 12th June.

We look forward to seeing you.

Yours sincerely



Mrs M Clark
Deputy Headteacher