

January 2023

Parent Consultations – Crystal Class

Crystal Class parent consultation evenings for Terms 3 and 4 will be held on the following days, when you are invited to come along and discuss your child's progress with Mrs Bridgland:-

Wednesday 8th February 2023 1.00pm and 3.20pm

Thursday 9th February 2023 between 8.30am and 12.00pm

These will take place in Mrs Holman's office in Brook building. Please come to the main office to check in and then parents should wait between both sets of sliding doors at Brook Hall entrance where Mrs Bridgland will come and get you at your allotted time. **Please do not arrive early.**

Appointments should be booked using our online booking system where possible. Invites will be sent out shortly today.

The first named parent/carer we have for your child will receive a text and/or email **this afternoon after school**, allowing you to go online and book your time. **The first named parent/carer is also the number we will contact for the consultation.** If you would rather another contact number was used please do contact the office directly to make them aware.

- Click the link that you receive through text message and/or email to take you to the confirmation page (You will need internet access to use this)
- You will see a page requesting your child's first name, so please enter it to continue. Any of your children's names will be acceptable.
- Once you have entered your child's name you will be taken to the booking page.
- Next, please click 'please choose' to be shown a list of available times that you can click to book.
- Click 'book this slot' to finalise your booking. When the button has turned green you know your booking has been made.

At any time, you can click the link on your phone or email again to check your booking time or even un-book by clicking the green button again.

Make sure you book your parents evening quickly to ensure you get the best time for you. We should be grateful if you would note the following points regarding the interview evening:

- a) Meetings are timed for 10 minutes each, which should normally be adequate. If you wish to discuss matters further Mrs Bridgland will make another appointment with you, to avoid delay to the following meetings.

Online bookings will close at 3.30pm on Tuesday 31st January 2023 so any bookings after that will need to be done manually with the office.

Yours faithfully

Mrs S Holman

Headteacher