



January 2024

Dear Parent/Carer

### Parent Evening Consultations

Our 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 the class teacher.

**Wednesday 7<sup>th</sup> February & Thursday 8<sup>th</sup> February 2024 between 4.00pm and 7.00pm**

Appointments should be booked using our online booking system where possible. Appointments for Years R to 2 will be held in Brook Hall and for Years 3 to 6 in Orchard.

The first named parent/carer we have for your child will receive a text and/or email **tomorrow Friday 19<sup>th</sup> January**, 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. This page will show you all of your children and all of the teachers that you need to book in with ***unless they are not linked on the school system in which case you will receive separate emails. This usually only happens when named contacts are in a different order to their sibling(s).***
- 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. If you have more than one child to book for parents evening, please be sure to leave enough time between appointments.

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 the teacher will make another appointment with you, to avoid delay to the following meetings.
- b) It is not necessary to have your child with you on this occasion but if you do bring them they must remain under your supervision **at all times**.

**Online bookings will close at 9am on Friday 26<sup>th</sup> January** so any bookings after that will need to be done manually with the office.

Please note that for Turquoise Class, Mrs Judge will do Wednesday and Mrs Loudon Thursday. For Ruby Class Mrs Muir will do Wednesday and Mrs Weston Thursday. For Aquamarine Class it will either be Mrs Wilson or Mrs Way if she's well enough and back at school. We will keep you posted re this. Parents should book their appointments tomorrow as normal.

Mrs Black our SENCo will be available on both nights and the office will be in touch with parents early next week to book appointments with parents she would like to see.

Yours faithfully  
Trevor North  
Headteacher