

20th February 2023

Re: YEAR 6 Parents Evening – 27th – 28th February 2023

Dear Parents/Guardians,

Good news! Parents Evening just got a whole lot easier because you can now book your appointments online. It is *essential* that we see all of you at this time as it will be the last parent meetings we will have before SATs.

We will shortly be sending you a link to your mobile phone and email address which will take you to our online booking system to select a time convenient for you.

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 and the teacher that you can book in with.
4. Click 'Please Choose' to be shown a list of available times that you can click to book.
5. 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 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.

Make sure you book your parents evening ASAP to ensure you get the best time for you.

If you have any trouble with the steps above, please see the school office who can make or amend the booking on your behalf.

Mrs Winters

Key Stage 2 Co-ordinator



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