

Thursday 3<sup>rd</sup> October 2019

**Parents' Evenings – Monday 4<sup>th</sup> and Wednesday 6<sup>th</sup> November – 3.40-6.30pm**

Dear Parents/Carers,

Our Parents' Evenings are being held on Monday 4<sup>th</sup> and Wednesday 6<sup>th</sup> November 2019 from 3.40-6.30pm. Appointments will be available to book via Parents Evening Manager on ParentMail – so you can book your Parents' Evening appointments from your smartphone, tablet or computer. Each appointment will last for 10 minutes and will focus on how your child has settled into class and their academic achievements. If you have any additional concerns, please arrange an appointment with your child's Class Teacher at an alternative time.

The appointments will go live at 9am on Monday 7<sup>th</sup> October and booking will close at 3.40pm on Friday 1<sup>st</sup> November. You will be alerted instantly once the appointment booking goes live and will be able to select appointment times that are convenient to you. Please be aware that appointments are on a first-come, first-served basis and popular times may be taken quickly. If you need any help with making the appointments, please visit the ParentMail help site:

<https://www.parentmail.co.uk/help/parenthelp/>

You will need to be registered on ParentMail to be able to book appointments – if you haven't received a registration email or text, please contact the School Office.

Once registered, if you have an Android or Apple smartphone, we would highly recommend you download the ParentMail App so you can book appointments on your phone as soon as the appointment booking goes live! To do this, simply search for "ParentMail" in your App store.

If you do not wish to book your Parents' Evening appointment online, you can contact the School Office where they will book appointments for you.

If you have any issues or queries with the process please contact Mrs Laydon in the School Office as soon as possible.

Yours sincerely

Mr J License  
Acting Principal