

Wednesday 5th February 2020

Re-Scheduled Year 3 Parents' Evenings
Tuesday 11th and Wednesday 12th February 2020 - 3.45-6pm

Dear Parents/Carers,

As you are aware, our Year 3 Parents' Evenings had to be re-scheduled due to Miss Myers being absent. These will now be held on Tuesday 11th and Wednesday 12th February 2020 from 3.45-6pm and you should report to the School Office on arrival. Please book a new appointment via Parents Evening Manager on ParentMail. 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 Thursday 6th February and booking will close at 3.45pm on Monday 10th February. 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 cannot 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
Head of School