

10th October 2018

Dear Parents/ Carers,

We will be holding our Autumn term parents'/carers' consultation evenings on Monday 22nd and Wednesday 24th October between 3.40 and 6.10pm. The focus of these meetings is to discuss how well your child is settling into their new year group and to raise any issues. You will also have the opportunity to look at your child's work.

Meetings will take place in classrooms and are scheduled to last for five minutes. We will do our best to keep to time! For this reason if you feel you need longer, please raise initial concerns at this meeting and arrange an appointment with the teacher at a later date. That way we hope to avoid parents being kept waiting too long. If your child is taught by more than one teacher please book just one appointment with their main teacher.

I will also be available on both evenings if you wish to have a quick chat. The hall will be in use on both days for clubs but a coned area will be available around the edge for parents to move from one side of school to the other. The following rooms will be used for interviews:

Year 3	Kingfishers (on right by the door to the back playground)
Year 4	Falcons (upstairs on the right)
Year 5	Owls (Left hand side at the bottom end of the hall)
Year 6	Flamingos (Right hand side at the bottom end of the hall)

Parents will be able to wait in the workspaces outside the classroom. Laptops will be set up in Swifts classroom (next to back playground door) for parents to complete 'Parent View' Questionnaires.

You are welcome to bring children but please ensure that they are sitting with you and not disturbing any other meetings that are in progress.

As our results on Parent View expire after a year, we would be very grateful if you could spare five minutes to complete this on-line questionnaire, either before or after your appointment.

Bookings should be made on-line by following the instructions overleaf and we would like as many parents as possible to use this system. However, if you are, for any reason, unable to book in this way, please call into the office and Mrs Lord will be happy to make your booking manually.

We look forward to seeing you.

Yours sincerely,

Mrs Z Cannon
Headteacher

We will send a link to your mobile phone or email address (if we have one) 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 alongside all of the teachers that you can book with.
4. Click 'Please Choose' to be shown a list of available times that you can click to book. This will even give you the option to add any notes that you might want the teacher to see before the meeting.
5. After you have entered any notes, 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 before the Parents Evening, 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.