

2<sup>nd</sup> October 2019

Dear Parents

### Parent Consultations

We are writing to invite you to make an appointment for your child's parent consultation meeting. These meetings take place every term and are an opportunity to celebrate your child's learning and identify where the next steps in their learning are. This enables us to work in partnership with you in order to ensure your child achieves the best possible outcomes.

Parent Consultations for Years 1, 2, 3, 5 & 6 will be held on Monday, 14<sup>th</sup> and Wednesday, 16<sup>th</sup> October. Parent Consultations for Year 4 will be held on Monday, 14<sup>th</sup> and Thursday, 17<sup>th</sup> October. Appointments will run from 3.15pm to 5.25pm at 10 minute intervals. The Parent Consultations for EYFS will be held after the half term holiday. Further information will follow.

You can now book your own meeting slot through an online booking system. Please follow these simple steps to book your slot.

1. Click the link that you receive through text message and/or email taking you into a webpage. (You will need internet access to use this).
2. Next you will see a page requesting your child's first name, so please enter this now. If you have more than 1 child, then you will be able to book all of them in through here.
3. Once you have entered your child's name, you will be taken to a page that you can use to book your slot. This page will show you the teachers that you need to book in with and also the class that they teach.
4. Next, please click 'book slot' to be shown a list of available times and now select the time that is suitable for you. This will now give you the option to add any notes that you might want to discuss with the teacher.
5. After you have entered your notes, please click 'book this slot' to confirm your parents evening.



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## TOGETHER WE EMPOWER EXCELLENCE



The booking system will be made live at 12 o'clock tomorrow and you will receive the link you need by text and/or email. Make sure you book your parents evening quickly to ensure you get the best time for you; slots are available on a first come first served basis. If you are unable to access the on line system, you can still book a slot at the Academy office.

If you have any problems with the system, or any questions, please do not hesitate to contact Mrs Yeo or Miss Lea in the office, who will be able to help you.

Yours sincerely

A handwritten signature in black ink that reads 'S.A. Ryan'.

Miss D Ryan  
Head of Academy