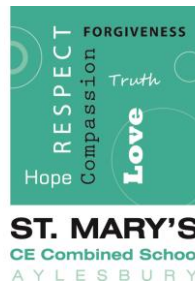


Headteacher
Mrs Patricia Gurton B.A. (Hons)

Tel/Fax: 01296 482094/339609

Email: office@st-
marysaylesbury.bucks.sch.uk
www.st-marysaylesbury.bucks.sch.uk



Keen Close
Fairford Leys
Aylesbury
Bucks
HP19 7WF

Dear Parent/Carer

Parents Evenings – February 2019

We are holding parent consultation meetings on **Monday 25th February between 4.30pm to 8.00pm (last appointment 7.50pm)** for the parents who have not signed up for a focus child meeting after school. The meetings will take place in the main building in Key Stage 1. Each meeting will last 10 minutes. This will provide an opportunity to talk about your child's development. **Please note that these meetings are only for the parents who have not had an after school focus child meeting this term.**

From **Monday 4th February 2019** we will be using **Parents Evening Manager on ParentMail**, so you can book your parents' evening appointments from your smartphone, tablet or computer. Service should go live at **10am**. Please ensure all booking are made by 10am on **Wednesday 13th February**.

You will be alerted once you can book appointments and will then be able to select the times that are convenient to you. It's all very straight-forward, but if you need help you can visit the ParentMail help site: www.parentmail.co.uk/help/parenthelp/

Please note, you will need to be registered on ParentMail to be able to book appointments – if you haven't received a registration email, please contact the school office. Please DO NOT contact teachers directly to try and make appointments.

Once registered, if you have an Android or Apple smartphone, we 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 simply contact the school office and we will book appointments for you.

If you have any issues or queries with the process please contact Mrs Bridges or Mrs Fraser in the school office as soon as possible.

Yours sincerely

Patricia Gurton
Head Teacher