

Headteacher  
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Dear Parent/Carer

**Parents Evenings – February 2019**

We are holding parent consultation meetings on **Monday 25<sup>th</sup> February between 4.30pm to 8.00pm (last appointment 7.50pm) or Wednesday 27<sup>th</sup> February 3.30pm to 6.30pm (last appointment 6.20pm)**. The meetings will take place in the classrooms apart from Reception classes who will be based in the main building in Key Stage 1. Each meeting will last 10 minutes. This will provide an opportunity to look at your children's work.

From **Monday 4<sup>th</sup> February** 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 bookings are made by 10am on **Wednesday 13<sup>th</sup> 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/](http://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