



## GREAT CHESTERFORD C OF E PRIMARY ACADEMY

School Street, Great Chesterford, Saffron Walden, Essex, CB10 1NN

HEADTEACHER Mrs S. Mitchell BSc (Hons), MA Ed

15 January 2020

Dear Parent/Carer

### Parents' Evening - Online Appointment Booking

I would like to invite you to attend our Parents' Evening on Tuesday, 28 January (3.45-6.15pm) or Wednesday, 29 January (5.30-8pm).

The school uses an intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

The system will be available for booking appointments from 6pm on Wednesday, 22 January until 9am on Monday, 27 January. Should you wish to make any changes after this date, please contact the school office.

Please visit <https://gretchesterford.parentseveningsystem.co.uk/> to book your appointments. Please ensure you only book one appointment per child. A step by step guide on how to make appointments is available on the school's website.

Appointments and waiting areas will be held in the following classrooms:

	Appointment	Waiting Area
Reception	Reception Annex	Reception
Years 1 & 2	Class 1	Class 2
Years 3 & 4	Class 4	Study Area/corridor
Years 5 & 6	Class 6	Study Area/corridor

Yours sincerely

**Mrs Amy Sargeant**  
Deputy Headteacher

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