



SOMERS PARK SCHOOL

Executive Head Teacher: Mr Chris Hansen
Head of School: Mr Byron Williams



Part of the
Mercian Education
Trust

15th February 2018

PARENTS' EVENINGS, March 2018

Monday 5th March: 5:00 - 8:00pm

Thursday 8th March: 4:00 - 6:00pm

Dear parents/guardians,

You are invited to attend Parents' Evening to discuss your child/children's progress on **Monday 5th March** (appointments between 5:00-8:00pm) **or Thursday 8th March** (appointments between 4:00-6:00pm).

Online Parents' Evening Bookings

Parents can now book their appointments **online**. We will send a link to your mobile phone (and email address if we have one on the system) 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 by 12pm on Friday 16th February**, 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, either 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 in with.
4. Click 'Please Choose' to be shown a list of available times that you can click to book.
5. 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 cancel your booking by clicking the green booked button.

Make sure you book your appointment as soon as possible to ensure you get the best time for you. Booking works on a first-come, first-served basis. If you have more than one child, remember when making your booking to leave enough time in between your booked sessions to walk between classrooms. Please note that children should not be present at these meetings.

If you have any questions about the new booking system or problems accessing the internet, please contact the office.

We look forward to meeting you on Monday 5th or Thursday 8th March.

**SOMERS PARK SCHOOL
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