



23rd October 2020

Dear Parents/Carers,

**Re: Parents Evening
Tuesday 17th November and Wednesday 18th November 2020**

We feel that it is very important that you have the chance to talk to your child's class teacher about how they have settled into their routines, procedures and classes. Our first parents' evening of this academic year takes place on Tuesday 17th November and Wednesday 18th November.

In light of the current pandemic, we have taken the decision to hold our meetings via Zoom, more details are to follow on this. If you are unable to use Zoom, a telephone call can be made instead. When you select your booking slot, please inform us of your preference in the 'notes to teacher' box.

We will be working on an appointment system and appointments for parents' evening will need to be booked online. We will send you a link shortly to your mobile phone or email address 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 on the link you receive through text and/or email to take you to the confirmation page. You will need internet access to do this. (please do not be alarmed by the words "behaviourwatch" on the link. It is simply the program we are using in order to make these appointments available).
2. Enter your **child's first name only** to continue. If you have more than one child, any 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 "Confirm Booking" to complete your booking. When the button has turned green you know your booking has been made.
6. At any time before Parents Evening, you can click the link on your phone or email again to check your booking time or even un-book by clicking the green booked button.

Please make sure you book your Parents Evening ASAP to ensure you get the best time for you. We must limit each appointment to 10 minutes to ensure we have enough time for everyone.

I would like to take this opportunity to thank you for your understanding and continued support.

Yours sincerely

Miss M Wiggins
Headteacher



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