

Wednesday 27th January 2021

Dear Parents/Carers,

Due to the current restrictions on allowing parents/visitors in school, our parents evening will follow the same format as the Autumn term. Appointments for our upcoming parents evening will be conducted by telephone. We have made the start time slightly later to allow parents to get home after picking their children up from school.

- The class teacher will call you for your 10-minute appointment.
- Please ensure that you are available at the time you have requested. Unfortunately, class teachers will not have time to make multiple calls if you do not answer because they will need to contact the next parent on the appointment list. The number will appear as either the school number or 'unknown/withheld.'
- Please try and limit the appointment to 10 minutes. If you do need to discuss any issues that will take longer than this time, we are more than happy to make an appointment for a telephone conversation at a later date.
- In the notes section on the booking form, **please specify the number you would like the class teacher to call you on.** Please also note **who we are calling** as this will help, particularly if there are split parent appointments.

Please read the following guidance carefully to ensure you are contacted on the correct number and at the right time.

Dates for Parents Evening this term will be:

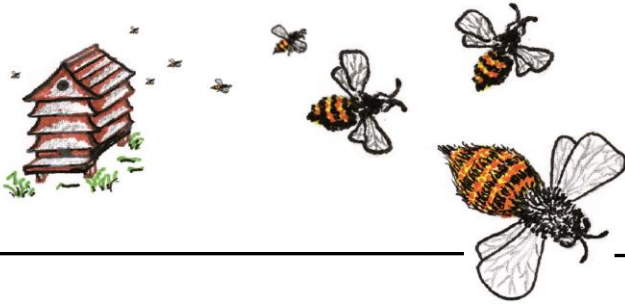
- Tuesday 9th February between 4pm and 7.00pm. (Bluebell Class: 4.20pm to 7.20pm)
- Wednesday 10th February between 4pm and 6.30pm. (Bluebell Class: 4.20pm to 6.50pm)

Please use our online system for booking in your appointment with your child's class teacher. By tomorrow, you should receive a text to the mobile number we currently hold in school for you. It includes a link to enable you to book in your appointment. Instructions to complete the booking are included below.

If you have not received a text by 12.00pm tomorrow please contact the school office or follow this link:
www.teachers2parents.co.uk

If you have not made an appointment for your child by Monday 8th February, the school will send you an appointment time.





Instructions:

We will send a link to your mobile phone 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 your text 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, 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. In the notes section, please add the following information:
 - 1) The telephone number you would like to be contacted on.
 - 2) Please add your name so we know who we are contacting.
5. After you have entered your notes, 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 even cancelling your booking by clicking the green booked button.

Make sure you book your parents evening early to ensure you get the best time for you.

If you have not done so already please provide your up to date contact information for our records.

If there are any queries or problems regarding the system please contact the school office. The team will be more than happy to guide you through the process.

Yours sincerely,

A handwritten signature in blue ink that reads "R. J. Street".

Richard Street

Headteacher

