



# Arnold Mill Primary School

Head Teacher Mrs J Oldfield B.Ed (Hons)  
Cross Street Arnold Nottingham NG5 7AX  
Telephone (0115) 966 7930  
office@arnoldmill.notts.sch.uk

September 2022

Dear Parent/Carer

## October Parents' Evenings (if your child has Structured Conversations this round of Parents' Evening appointments are not applicable)

We are inviting parents to book a ten-minute Parents' Evening appointment with the Class Teacher on either Tuesday 11<sup>th</sup> or Wednesday 12<sup>th</sup> October between 3.40 and 6.00pm. During the meeting you will have an opportunity to talk about your child's progress, achievements, and attitude to learning so far during this academic year.

- Please ensure that you arrive on time at the outside doors to the classroom and wait to be greeted by the teacher.
- All clubs on Tuesday 11<sup>th</sup> October will be cancelled. Boccia After School Club will run on Wednesday 12<sup>th</sup> October.
- If you book an appointment and then are unable to make it, please follow the original booking link to reschedule your appointment (and free up the slot for someone else).

Online Booking	✓	To book please click on the following link: <a href="https://outlook.office365.com/owa/calendar/ArnoldMillPrimarySchool@arnoldmill.notts.sch.uk/bookings/">https://outlook.office365.com/owa/calendar/ArnoldMillPrimarySchool@arnoldmill.notts.sch.uk/bookings/</a>
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When you click on the link this page should be visible:

Click on the > to skip forward to October 2022

**IMPORTANT:** Click on the drop-down menu and scroll down to find then select the relevant class teacher.

(if you leave this as 'anyone' the booking programme will automatically select any teacher that has availability at the time/date you select, this is unlikely to be the Class Teacher you need to book with)

Arnold Mill Primary School

Autumn Parents' Evenings  
10 minutes

Select time

< > September 2022

Mo Tu We Th Fr Sa Su

1 2 3 4

5 6 7 8 9 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28 29 30

Select staff (optional)

Anyone

Select a service and date to see available times.

© All times are in (UTC+00:00) Dublin, Edinburgh, Lisbon, London

11 October

< > October 2022

Mo Tu We Th Fr Sa Su

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 30

Select staff (optional)

Anyone

1a - Mrs Lloyd/Miss Jones Available

1b - Mr Phillips Available

1c - Mrs Appleyard Available

2a - Mrs Keeton/Mrs French Available

Click on the date you would like to book your Parents' Evening Appointment

Click on the time you would like to book your Parents' Evening Appointment (only those times still available will show).

Please type **YOUR CHILD'S NAME AND CLASS** here

Please type the name of the person/people attending the appointment here

Once you have completed all the above steps and are happy that the details are correct, please book by clicking on the book button

11 October, 16:20 with 1c - Mrs Appleyard

< > October 2022

Select staff (optional)

1c - Mrs Appleyard

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

15:40 15:50 16:00

16:10 16:20 16:40

16:50 17:00 17:10

17:20 17:30 17:40

17:50

Add your details

Name

Email

Provide additional information

Important: Where it states 'Name' under 'Add your details' above, please enter your child's name and class and not your own name

--select an option--

IMPORTANT: To ensure you get an appointment with the right teacher - please ensure you have chosen the relevant class from the 'Select staff' drop-down menu at the top and it doesn't say 'Anyone'

--select an option--

Name of person/people attending the appointment

Book

If you are unable to attend on the above dates it may be possible to arrange an alternative date/time, please contact your child's teacher direct.

Yours sincerely

J Oldfield  
Head Teacher