



28th October 2022

Dear Parents and Carers,

I hope this letter finds you safe and well.

We are very much looking forward to welcoming you into school on Monday 28th and Tuesday 29th November 3.40 – 6pm for the Parent Consultation Meetings and an opportunity for you to look at your child's work and see their classroom.

The booking system to book an appointment will go live on Monday 31st October at 5.30pm. You will receive a text with a link to book. Please note this text will go to the first contact only.

Please follow these steps to book your slot:

1. Click the link that you receive through text and/or email to take you to the confirmation page.
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. 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 un-book by clicking the green booked button.

Please can you take note of the following points of information to help ensure that these meetings run smoothly and safely.

- Please do not arrive any earlier than 10 minutes before your appointment. Please remember that children are not able to attend on this occasion.
- Parents and Carers (maximum 2 adults per child) should come into school through the main entrance on Wolviston Mill Lane. You will be shown to your child's classroom where you will be able to have a look at their work.
- At your appointment time, you will be shown into the hall to meet with your child's teacher for your 10 minute appointment. After this, you will be able to go back to the classroom to continue to look at their work if you need to.

Please do not attend your appointment if you have any symptoms of Covid or other respiratory infections. Please let the office know you are unable to attend and we can offer a phone appointment at an alternative time.

If you require any further information then please do not hesitate to contact the school office.

Yours sincerely,

Sheena Sinclair
Head Teacher