

19th October 2018

Dear Parents

We are pleased to say that to simplify the process of booking an appointment for Parent's Evening we are introducing an online system. You can now book appointments at times that suit your family best. Parent's Evening will take place in the halls this year and are on the following dates:

- 3.30pm – 6.30pm on Monday 12th November 2018
- 3.30pm – 6.30pm on Tuesday 13th November 2018

Please note: All Extra Curricular clubs will be cancelled on these days. After school club will be held in The Sunshine Lodge Nursery.

To make a booking go to www.schoolinterviews.co.uk and follow these simple instructions.

1. Click on make a booking
2. Enter the event code – **2g42s** - for this event only
3. Enter your details - name, email address, child's name etc
4. Choose the relevant teacher/s for your child/ren
5. Choose times

Appointments are strictly 10 mins and spaces are limited. Bookings will open from Saturday 20th October at noon.

You can change your appointment bookings at any time prior to the parent's evening, by re-visiting the www.schoolinterviews.co.uk website from the SAME DEVICE you made the original booking on, and using the event code. **Remember to use the same device, name and email address, you used when you made your original booking.**

When you click **finish**, your appointment timetable will be emailed to you automatically - **check your junk mail folder** if you do not receive your email immediately.

If you don't have access to the internet please speak to Mrs Webster or Mrs Lear in the Main Office.

You may also put a note in your child's contact book and the teacher will try to book the closest appointment available to your request but we are unable to guarantee the exact time.

Yours sincerely



Mr Adam Lowing
Headteacher

Headteacher: A Lowing

