



ST. ANDREW'S CE (VA) JUNIOR SCHOOL

Promoting excellence within a caring, Christian community

Headteacher: Mrs Karen Smith

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KS/ES

10th February 2020

Dear Parent/Carer,

Parents' Consultation Meetings – March 2020

We will shortly be holding our second parents' consultation meeting of the year where you will have the opportunity to come into school and discuss your child's progress with their teacher. The parents' consultations will be held on two separate days and you are welcome to come to either date:

| | |
|--|------------------------|
| Tuesday 3rd March | 2.00pm – 5.30pm |
| Wednesday 11th March | 2.00pm – 5.30pm |

This year we are trialling a new system which will allow you to book your appointment online.

We will send a link to your mobile phone (and to your email address if we have this) on Wednesday 12th February which will take you to our online booking system to select a time convenient for you.

To book your slot, please follow these simple steps:

1. Click the link that you receive through text and/or email 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 child(ren) alongside all of the teachers that you can book appointments with.
4. Click 'Please Choose' to be shown a list of available times that you can click to book. This will even give you the option to add any notes that you might want the teacher to see before the meeting.
5. After you have entered any 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 un-book by clicking the green booked button.

Please make sure you book your parents consultation appointment as soon as possible after you receive the link to ensure you get the best time for you.

In the meantime, please ensure that we have your up to date contact information.

If you have any problems accessing the system please contact the School office and we will be able to make a booking for you.

We look forward to seeing you then.

Kind regards

A handwritten signature in black ink, appearing to read 'Mrs K Smith', with a stylized flourish at the end.

Mrs K Smith
Head Teacher