



22nd October 2020

Dear Parents/Carers,

Parents Evening is coming soon and once again you can book your appointments online. Our Parents Evenings this term are Tuesday 10th and Tuesday 17th October: 10 minute slots will be available from 3.40pm to 6.20pm.

Due to the Covid19 situation, our parents evening appointments will be done using our Microsoft Teams system. We will call you at your allotted time using your child's Teams login.

We will send a booking link to your mobile phone and/or email address on **Monday 26th October at around 12 o'clock**, 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 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 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. 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 Evening as soon as possible to ensure you get the best time for you. We look forward to seeing you.

Yours faithfully

Mr T Hinkley