

EXECUTIVE HEADTEACHER:

Ms Helen Comfort

(B.A.Ed.Hons, NPQH)

HEAD OF SCHOOL:

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'For Learning That Lasts A Lifetime'

7th October 2019

Dear Parents/Carers

Parent/Carer Year 6 Consultation Evening

Monday, 28th October and Tuesday, 29th October

I should like to invite you to a meeting with Miss Brett on either Monday, 28th October or Tuesday, 29th October between 3.30pm and 5.30pm to discuss the progress your child is making. We offer these interviews in October, rather than November when the rest of the school have their meetings, to tie in with the process of applying for a secondary school place. It is intended that interviews will last approximately ten minutes.

As you will know from last year, we now use Parents Evening Manager on ParentMail so you can book your own parents' evening appointment from your smartphone, tablet or computer. You will receive an alert on the morning of 8th October informing you that the booking system has gone live and is ready for you to book your appointment. You will then be able to select the date and time which is most convenient to you. It's all very straight-forward, but if you need help you can visit the ParentMail help site: www.parentmail.co.uk/help/parenthelp/ or ask at the school office.

Please note, you will need to be registered on ParentMail to be able to book appointments – if you are not already registered please contact the school office.

If more than one appointment is required for a pupil, please contact the school office who will be able to help book an appointment for you.

If you have any issues or queries with the process please contact the school office as soon as possible.

Yours sincerely

H Comfort

Executive Headteacher

