

EXECUTIVE HEADTEACHER:

**Ms Helen Comfort**

(B.A.Ed.Hons, NPQH)

HEAD OF SCHOOL:

**Mrs Rachel Hindle**

(B.A.Hons, PGCE, M.A.Ed)



St. Margaret's-at-Cliffe

Dover, Kent, CT15 6SS

Telephone: (01304) 852639

Fax: (01304) 853671

e-mail: [secretary@st-margarets-dover.kent.sch.uk](mailto:secretary@st-margarets-dover.kent.sch.uk)

[www.stmargaretsprimary.co.uk](http://www.stmargaretsprimary.co.uk)

St. Margaret's-at-Cliffe Primary School on Facebook

@stmargaretscp on Twitter

*'For Learning That Lasts A Lifetime'*

26th September 2018

Dear Parents/Carers

**Parent/Carer Year 6 Consultation Evening**

**Monday, 15th October and Tuesday, 16th October**

I should like to invite you to a meeting with Mr Ball on either Monday, 15th October or Tuesday, 16th 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 our welcome letter at the start of the year, we will now be using 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 afternoon of 28th September 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/](http://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

A handwritten signature in black ink, appearing to read 'H. Comfort'.

**H Comfort**

**Executive Headteacher**

