

EXECUTIVE HEADTEACHER:

Ms Helen Comfort

(B.A.Ed.Hons, NPQH)

HEAD OF SCHOOL:

Mrs Rachel Hindle

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'For Learning That Lasts A Lifetime'

1st November 2019

Dear Parents/Carers

Classes R to 5 Parent/Carer Consultation Evening

Monday, 11th November and Wednesday, 13th November 2019

I should like to invite you to a meeting with your child's class teacher on either Monday, 11th November or Wednesday, 13th November 2018 between 3.30pm and 6.30pm to discuss the progress your child is making. It is intended that interviews will last approximately ten minutes.

We will 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 today 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 additional 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 'Helen Comfort', written over a light blue horizontal line.

H Comfort

Executive Headteacher

