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Headteacher: Mr Ben Paxman
Chair of Governors: Mr Alex Munro

Tuesday 5th March 2019

Dear parents and carers,

Our Spring term parents' evenings and SEN reviews are due to take place the week beginning 18th March. Once again we will be using our online system of organising these events. If you have an SEN review, you will not receive a parents' evening appointment link, unless you have another child who is not on the SEN register. We will send a link to your mobile phone or email address this evening 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.

Make sure you book your parents' evening/SEN review ASAP to ensure you get the best time for you. Please let us know if any of your contact details have changed as the system relies on accurate information to contact you. If you are having any difficulties, please pop into the school office, where our staff will be happy to book a slot for you or answer any questions you may have.

Yours sincerely,

Ben Paxman
Headteacher

