

PARENTS' EVENINGS – Tuesday 19th March 2024 and Wednesday 20th March 2024

Dear Parents & Carers,

We are pleased to invite our parents and carers to face-to-face parents' evenings this term.

The meetings will be held on **Tuesday 19th March (3:50pm-7:00pm) and Wednesday 20th March (3:50pm-6:10pm) in school**. Teachers will allocate a **10 minute slot for each child** and timings will need to be strictly adhered to, however, we realise sometimes parents feel they need a longer discussion if they have particular concerns. If this is the case, please contact your child's teacher to arrange a suitable time to discuss these separately.

We use an electronic booking system for parents' evenings which allows you to pick your own date and time slot for the meetings.

The link to the booking system will be sent to parents on **Monday 26th February at 8pm** as a text message and an email. From this point, until Friday 8th March at 4pm, you will be able to make and edit bookings. After this point, please contact the office if you wish to amend bookings. The instructions for how to use the booking system can be found here: <https://support.eduspot.co.uk/guide/parents-evening-parent-guide/>

This link will only be sent to parents recorded as 'Priority 1' on the Contact Form that you have provided to school – if you wish to check which parent this is, please contact the office.

While most parents attend parents' evenings together, we recognise that there are some circumstances that require parents to attend appointments separately. We do have limited time slots, but if you consider that this is necessary for you, please let the office know by **Thursday 8th February** – they will ensure that the second parent is set up on the system and will also receive a booking link on Monday 26th February at 8pm. To ensure that the system has recorded any previous preferences, please reaffirm these with the school office.

Yours sincerely,

Paul Harrison
Assistant Headteacher

