

Dear Parents & Carers,

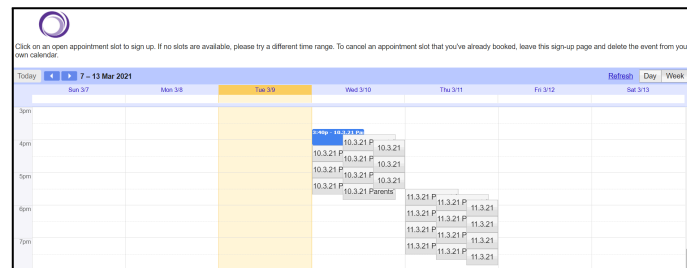
I am pleased to be able to inform you that we will be holding parent/carer consultation evenings next half term.

Our consultation evenings will take place **w/c 5th February, 3.30pm to 5.30pm**. To book an appointment you will need to visit the appropriate link outlined below. This will then offer you a range of available appointments all of which are 10 minutes in duration.

A video of how to undertake this process can be found [here](#) (this is an old video and does include references to google meets - we will not be hosting any consultations via this platform; **they will all be face to face**).

In summary, the steps that you will need to undertake are as follows:

- Sign in to Google with your **child's** Google login (the one they use for school which will be in their planner);
- Follow the booking site link for your child's class listed in the table below;
- Scroll to the dates of the parents evening;
- select your preferred slot;
- Check your child's details are correct (this will automatically fill in if you are signed into Google as your child) and press the save button;
- Repeat this process for children you may have in other classes but ensure you log out and back in again as the child you are booking for.

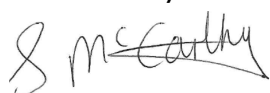


The booking system links, by class are as follows:

Class	Link to book	Class	Link to book
Nursery	Mon 5th & Wed 7th	Year 3	Mon 5th & Wed 7th
Reception	Mon 5th & Wed 7th	Year 4	Mon 5th & Wed 7th
Year 1	Mon 5th & Wed 7th	Year 5	Wed 7th & Thur 8th
Year 2	Mon 5th & Wed 7th	Year 6	Mon 5th & Wed 7th

Should you require any support, please do not hesitate to contact us in school.

Yours faithfully,



Mrs S McCarthy
Acting Principal