



Grazebrook Primary School
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Interim Executive Headteacher: Ms Nicole Reid
Headteacher: Ms Jess Hutchison

Friday 8th March 2019

Dear 2B Parents/Carers

Re: Parents Consultation Evening on Wednesday 27th and Thursday 28th March 2019

It is with great pleasure that I am writing to you to inform you of the planned Parent/Teacher Consultation Evening for children in 2B on **Wednesday 27th and Thursday 28th March 2019**.

As I'm sure you are all aware Mrs Cooper is due to have a baby soon and so whilst the rest of the school have their Parents Evening on Thursday 28th March only, we thought it would be appropriate for Mrs Cooper to run the consultations over two evenings. 2B's consultations will run from 3.40pm until 6.00pm on both evenings.

These meetings are intended to give teachers and parents/carers the opportunity to discuss the progress your child has made since the start of the academic year.

It is often difficult to organise more than one appointment when siblings are in different classes across the school. In order to tackle this, we will be asking you to use our online booking system to arrange your own appointments. I suggest you leave ten to fifteen minutes between appointments to allow for any late running.

On Monday 11th March at approx. 4.00pm you will receive a text message with instructions on how to book your appointment. Please let the school office know if you do not receive a message. There is a step by step guide on the reverse of this letter to help you through the booking process.

Please can I remind you that afterschool clubs will run as normal on Wednesday 27th March but there will be **NO afterschool clubs** on Thursday 28th March, Our Space will run as usual on both days.

Once again, I would like to thank all of you for the support you have shown throughout the school year and if you need further clarification please speak directly to your child's classteacher.

Yours sincerely,

Jess Hutchison
Headteacher



Parents Evening Guidelines

Good news! Parents Evening just got a whole lot easier because you can now book your appointments online.

We will send a link to your mobile phone or email address 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 legal 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.

You will be invited to book your parent evening from 4.00pm on Monday 11th March 2019 for the Parents Evening that will be taking place on Wednesday 27th and Thursday 28th March 2019.

Make sure you book your parents evening ASAP to ensure you get the best time for you.

**Reminder – Clubs will run as normal on Wednesday 27th March.
There are NO afterschool clubs on Thursday 28th March, Our Space will be running as usual.**