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### **Parents' Evenings – February 2022**

Dear Parents/Carers,

We are delighted that our children are settling back into school so well again this term. As we did in October, we are inviting parents into school for parents evening this term. It has been so long since you were able to come into school and we really want you to have the opportunity to look at your child's work as well as talk to their teacher. For parents of children with SEND, please note SSPs will be shared with you as part of the meeting.

We feel that having parents meet with teachers face-to-face is something we can offer at this time with an additional risk assessment in place. The Covid-Risk Assessment can be found below this letter on our website. **By booking an appointment, you are agreeing to follow this risk assessment so please read it carefully.**

To assist with arranging the meetings, we are using a system where parents can book their appointment online. There are two evenings for parents to choose from for their appointment:

**Monday 14<sup>th</sup> February 3.40pm – 6.30pm**  
**Thursday 17<sup>th</sup> February 3.40pm – 6.30pm**

Later today, we will send a link to your mobile phone 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 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.

Please make sure you book your parents evening as soon as possible to ensure you get the best time for you. Appointments must be booked by **Wednesday 9<sup>th</sup> February**.

Yours sincerely,

Mrs Hallsworth

Head of School