



## Parsons Heath

Church of England (Voluntary Controlled) Primary School

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Tuesday 17<sup>th</sup> October 2017

Dear Parents/Carers/Guardians

### Parent Teacher Consultation Evenings

The Parent Teacher Consultations for the Autumn Term will take place during the week commencing 6<sup>th</sup> November 2017.

Parents will be offered a 10 minute appointment with the class teacher to discuss their child's progress and development. Only one appointment will be offered to each child. Appointment times will be 5:00pm – 7:30pm on Tuesday 7<sup>th</sup> November 2017 and 3:30pm – 6:00pm on Thursday 9<sup>th</sup> November 2017.

Parents with children receiving SEN support or who have a Statement will receive an additional appointment with the Inclusion Manager, Mrs Stephenson at a later date.

All appointments will need to be booked using the new SchoolPing system. The booking system will be activated on Wednesday 18<sup>th</sup> October.

The Schoolping system will hopefully make booking a parents evening appointment very easy for us all. Each parent will receive a message either via the app, email or website, depending on your preference for receiving messages. When using the App you automatically receive notifications of messages giving you less chance to miss important school information.

When you receive your message all you need to do is select your time preference, with a simple click, which will then automatically book your slot. If booking via email or the website there will be a link which will take you through to the booking system.

We hope this system will be straight forward for us all, but if you are struggling please do not hesitate to come in to the school office and ask for assistance.

Yours faithfully,

Mrs Claire Newson  
Headteacher

belonging

respect

compassion

endurance

friendship

trust

Headteacher:  
Mrs Claire Newson

