

Castlecroft Primary School



Headteacher: Mr A. Dyll

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Tuesday 14th March 2023

Dear Parents and Carers,

Our parent Teacher consultations will take place on **Monday 27th, Tuesday 28th and Wednesday 29th March**. The consultations will have the same format as previous consultations. They will be 10 minutes in length, and will be conducted in private (other parents will wait outside the classroom.) **The available times will be 3:40 to 5:50 on each of the three evenings.**

We will be using the online appointment system that we used in October. You do not need to return a parents evening slip to school. You will get a text and will need to follow the link to choose your slot from the available times.

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 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.

The texts have gone out today so please make sure you book your parents evening ASAP to ensure you get the best time for you.

Both myself and Mrs Birbeck-Simpson our SENCO will be available during the evenings. If you don't see us walking around then please feel free to head up to the office area if you would like to talk to one of us.

Yours sincerely,



Mr A. Dyll, Headteacher.