



Dear Parents

This term's Parents' Consultations are on Wednesday 18th and Thursday 19th October between 4.00 – 7.00pm. For this term your child's class teacher would like to discuss how they have settled into their new year group. On this occasion we would appreciate that your child/children do not accompany you to the consultation.

You can now book appointments online.

Go to www.schoolinterviews.co.uk and follow these simple instructions.

1. Enter the event code **bc9yd**
2. Enter your details - name, email address, child/children's names etc.
3. Choose the relevant teacher for your child/children
4. Choose times

BOOKINGS CLOSE 17th October at 11AM.

You can change your appointment bookings at any time prior to the closing date, by re-visiting the www.schoolinterviews.co.uk website from the SAME COMPUTER you made the original booking on and using the event code. Remember to use the same computer, name and email address, you used when you made your original booking. If you wish to change your appointment times after the closing date or are away from the original computer you should contact the school office on: 01789 762578.

When you click **finish**, your appointment timetable will be emailed to you automatically – please **check your junk mail folder** if you do not receive your email immediately.

If you don't have access to the internet, a laptop will be available at the school office from Monday 9th October onwards so that you can still make your own bookings.

Appointments are strictly 10 mins. If you require more time, please contact your teacher directly to make alternative arrangements.

If you wish to leave feedback about the online booking system, please click on the "contact us" button on the www.schoolinterviews.co.uk website and leave some feedback - anonymously if you wish, but please include the school's name and address.

If you need any further information please see either your child's class teacher or contact the office.

Yours sincerely

Karen O'Shea
Head of School

