



Believe to Achieve

Prenton Primary School



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21 March 2024

Dear Parents/Carers

Parents'/Carers' Evenings 24th & 25th April 2024

You are invited to book an appointment with your child's teacher to enable you to see your child's books and have a 10 minute appointment with them. Please enter school via the Main Office entrance only. Appointments will start at 3.45pm.

The booking system will go live on **Monday 25th March** for parents and carers who have more than one child in school to enable them to make an appointment for all of their children, we do ask that appointments with different teachers have a 20 minute break in between to enable you to move from one location to another within school and have enough time to make your appointment. The booking system will be opened to **all** parents on **Wednesday 27th March**. All appointments must be made by **11am on Thursday 18th April**, the booking system will close at this time.

Please find the details below for making your appointment.

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 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.
- Make sure you book your parents evening as soon as possible to ensure you get the best time for you.

If you require a longer appointment because your child has additional needs please contact the class teacher directly.

We look forward to seeing you all on the above dates.

Yours sincerely

S.J. Lloyd (Mrs)
Head teacher

