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18th September 2018

Dear Parent,

Changes to parents' evenings

This term we will be holding one parent evening session which will run from 3.15pm to 8pm on Thursday 25th October.

An easier way to book parents' evening appointments!

We will be using an online booking system, Parents Evening Manager on ParentMail which will enable you to book your parents' evening appointment from your smartphone, tablet or computer.

To book appointments you will need to be registered on ParentMail. Registering is very easy. Over the next few days you will be sent an email from ParentMail; when you receive this please just follow the instructions in the message.

Please be assured that ParentMail is registered with the Information Commissioner and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

Once registered, if you have an Android or Apple smartphone, we would highly recommend you download the ParentMail App so you can book appointments on your phone as soon as the appointment booking goes live. To do this, simply search for "ParentMail" in your App store.

Please be aware that the system allows one appointment per child. If you have meetings with your child's teacher to review/write education support plans and/or healthcare plans, you will not need to book a parents evening appointment as your child's teacher will contact you directly and you will be able to discuss all aspects of your child's learning at this meeting.

You will be alerted instantly once the appointment booking goes live and will be able to select appointment times. It's all very straight-forward, but if you need any additional information or assistance, please visit the help site: www.parentmail.co.uk/help/parenthelp/

If you have not received any contact from ParentMail within 7 days, please contact the school office.

Yours sincerely,

Mrs J Jenkinson

