HEATH FIELDS PRIMARY SCHOOL

Inspire Achieve Celebrate

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Headteacher Mr Mark Whyman

7th March 2018

Dear Parents/Guardians,

Our next Parents Evenings will be taking place on Tuesday 20th March and Thursday 22nd March. We will be using the same online system that we used in November for parents to book appointments.

We will send a link to your mobile phone and email address at the end of the day on 9th March, 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 (this must be the child's full first name, not a shortened version that they may be known as).

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.

You should be sent a reminder of your appointment the day before the event.

Yours Sincerely

Mark Whyman
Headteacher