

13th February 2019

Dear Parents,

Mrs Gillies will be unavailable during the original dates for Parents Evening, so we have arranged for her appointments to be held a week earlier.

If you don't have access to the internet please speak to Mrs Webster or Mrs Lear in the Main Office. You may also put a note in your child's contact book and the teacher will book the closest appointment available to your request; however we are unable to guarantee the exact time.

Parents Evening appointments for 3JG are on the following dates:

3.40pm – 5.00pm on Monday 25th February 2019

3.40pm – 5.00pm on Tuesday 26th February 2019

3.40pm – 6.00pm on Wednesday 27th February 2019

To make a booking go to www.schoolinterviews.co.uk and follow these simple instructions.

1. Click on make a booking
2. Enter the event code – **2zdkr** - for this event only
3. Enter your details - name, email address, child's name etc
4. Choose the relevant teacher(s) for your child(ren)
5. Choose times

Bookings are open as from 4.00pm today, Wednesday 13th February 2019.

You can change your appointment bookings at any time prior to the parents' evening by re-visiting the www.schoolinterviews.co.uk website from the **same device** you made the original booking on, and using the event code. **Remember to use the same device, name and email address, you used when you made your original booking.**

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

You can return to www.schoolinterviews.co.uk at any time from the same computer to change your appointments until bookings close.

Appointments are strictly 10 mins and spaces are limited. If you require more time, please contact the school office to make an alternative appointment. Please go to the main office when you arrive for your appointment.

Yours sincerely

Adam Lowing

Headteacher

Headteacher: A Lowing