

Tuesday, 4th October 2022

Dear Parents & Carers,

Parents' evening for all year groups will be held at the following date and times:

Monday, 17th October between 5 p.m. and 8 p.m.

Wednesday, 19th October between 5 p.m. and 8 p.m.

Once again, we will be using Teacher Interviews, a booking system that allows you to go online to book your appointment. We are delighted to be able to offer an in person meeting with your child's teacher, at school.

To make your appointment, please go to www.schoolinterviews.co.uk or scan the QR code



where bookings are now open, and follow these instructions.

1. Enter the event code **ttmpmx**
2. Enter your details - name, email address, child/children's names etc.
3. Choose the relevant teacher for your child/children
4. Choose date/times.
5. 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.**

Bookings are now open and will close on Thursday, 13th October at 4 p.m.

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.** If you wish to change your appointment times after the closing date or are away from the original device you should contact the school office on: 01789 772384.

Appointments are 10 minutes apart, please could we ask that you keep to these times to ensure the smooth running of the evening. If more time is needed, your teacher will be happy to arrange for a follow-up meeting or phone-call.

If you need any further information, please contact the office.

Best wishes,



Mary Gray
Head of School