



Priory School (Foundation)

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Headteacher: Mrs. J. Laver



29th January 2020

Dear Parent/Carer

Mainstream Parent Meetings

I would like to invite you to attend our Parent Meetings for Reception, Years 1 to 6, on the dates and times below:

Tuesday 11 th February 2020		3.40 to 7.00pm (last appointment 6.50pm)
Thursday 13 th February 2020	NOT 2P	3.40 to 5.30pm (last appointment 5.20pm)
Monday 10 th February 2020	2P ONLY	3.40 to 5.30pm (last appointment 5.20pm)

Please note that 2P will have a parents evening on Monday 10th February instead of Thursday 13th February 2020.

Nursery Consultations will be on the 3rd March and Resource Parent Meetings will be confirmed at a later date. We will write out separately regarding booking appointments.

This is an opportunity for you to meet with your child's teacher to discuss their progress.

Appointments will be bookable on our on-line booking system Teachers2Parents. You will shortly receive 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.

To book an appointment, please follow the simple steps below:

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.

Bookings will close on Friday

Yours faithfully

Mrs J Laver
Headteacher

