



ALEXANDER HOSEA PRIMARY SCHOOL

'Roots to grow, wings to fly'

19 February 2018

Dear Parents/Carers

Parents' Evenings –Wednesday 21st March and Thursday 22nd March 4.00pm-6.30pm

Appointments can be made online and we will shortly send a link to your mobile phone or email address (this will be the one you have supplied us with) which will take you to our online booking system to select a time convenient for you. Due to a limited number of spaces and time restrictions on the evening, we are encouraging parents to select one appointment per child so that every family has an opportunity to book a space. If any parent requires a separate appointment, please contact the class teacher direct who will be happy to arrange an alternative time. 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.
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.
5. 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.

Make sure you book your parents' evening ASAP to ensure you get the best time for you. Please note that the booking system will be closed on **Wednesday 14th March**. If you experience any problems making your booking/s please contact the school office or alternatively refer to the short 'User Manuals for Parents' on the school website.

Children's books will be put outside each classroom for you to look at before or after your appointment.

I do hope you will all take this opportunity to come and find out about your child's learning and progress.

Yours sincerely

Mrs Williams
Headteacher