

# Primrose Hill Primary School

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Thursday 1<sup>st</sup> November 2018

Dear Parents & Carers

Our Autumn Term Parent Consultation appointments will be as follows:

## Consultation appointments are as follows:

Tadpoles, Froglets, & Ladybirds:      Tues 27<sup>th</sup> Nov      9:00 – 6:30      (EYFS Closed All Day)

Years 1 – 6:      Tues 27<sup>th</sup> Nov      1:00 – 6:30      (School Closed PM)

**Next Monday**, we will send a text link to your mobile phone 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 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 Consultation session, 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.

You may receive more than one 'booking' text if you have children in the EYFS and Years 1 – 6.

If you have changed your mobile phone number recently and have not yet informed us, please let us know. Similarly, if you have not received a text message by the end of the day on Monday, come and see Ilirjana in the office.

Best wishes

A handwritten signature in blue ink that reads "Robin Warren".

Robin Warren  
Head Teacher