

2nd November 2018

Dear Parents,

Parent evening will be held on the following dates and times:

3:40pm – 7:30pm on Tuesday 20th November 2018

3:40pm – 7:30pm on Thursday 22nd November 2018

Parents of children in Nursery, Reception and Year 1, please make an appointment directly with the class teacher.

Parents of children in Year 2 – Year 6, you can book appointments online.

Go to www.schoolinterviews.co.uk and follow these simple instructions.

1. Enter the event code given to you by the school for this event: **dq2kz**
2. Enter your details-name, email address, child's name etc
3. Choose the relevant teacher/s for your child
4. Choose times

BOOKINGS CLOSE Monday 19th November at 9:00am

You can change your appointment bookings at any time prior to the closing date, by re-visiting the www.schoolinterviews.co.uk website from the SAME COMPUTER you made the original booking on, and using the event code. **Remember to use the same computer, 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 computer you should contact the school directly on: 020 8537 3577 or speak to the office.

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.

If you don't have access to the internet please ask the office or your class teacher to make a booking for you. If you require more time, please contact your teacher directly to make alternative arrangements.

Yours sincerely,

Verity Carter
Headteacher