



Dear Parent / Carer

Our autumn term parents' evenings will take place on Tuesday 22nd October from 3:30pm until 7pm and Wednesday 23rd October from 3:30pm until 6pm. Individual appointments can be made using our on-line booking system (instruction below) and appointments will take place at school.

All appointments are scheduled to take place for **ten minutes** and the purpose of the appointment will be to explore how well your child has settled into their new class as well as to discuss their next steps in learning; including how you can help at home. Our booking pages will be live for you to book an appointment from today and up to 48 hours before the date of the parents' evenings.

Please use the following instructions to schedule an appointment to see your child's class teacher:

1. Use this link to access the calendar of appointments:

<https://outlook.office365.com/owa/calendar/ActonParkPrimarySchoolCopy@hwbwave15.onmicrosoft.com/bookings/>



2. Select the date and name of your child's class teacher and choose a time from the remaining slots.

3. **Add your own name and personal email address and write your child's name into the notes box.**

4. Repeat this for any other children that you may have in school.

5. This will generate an automatic email to the class teacher so that they are aware that you have made an appointment.

6. If you are struggling to make an appointment or have no on-line access, please see your child's class teacher or ring the school office. The calendar is live and is updated each time a new appointment is made.

We encourage all of our parents and carers to make an appointment to see their child's class teacher and, where possible, we politely ask that parents who are separated make just one appointment and attend together. This is a valuable opportunity for us to work in partnership with you to ensure that your child feels happy, safe and ready to learn.

If you have any queries or questions, please do not hesitate to contact school.

Yours faithfully,

S. Welch
Deputy Headteacher