

23 January 2019

Dear Parents

**Booking System for Parental Consultations**

This year we will be reviewing Parents' Evenings, but in the meantime we will be following our usual format.

**Parents Evenings will take place on:**

Wednesday 13<sup>th</sup> February and  
Thursday 14<sup>th</sup> February

**To book appointments, please follow the instructions below.**

**Log on to [www.schoolinterviews.co.uk](http://www.schoolinterviews.co.uk)**

Enter the event code number:

To book an appointment with a KS1 teacher, it is: gkw43

To book an appointment with a KS2 teacher, it is: t2x5v

Then follow the on-screen instructions.

You can then book which teacher you need to see for each child.

The timetable will appear and available slots will show.

You tick them and press go.

When booking slots, please remember that:

- If you need to see several teachers, leave enough time between appointment slots to move from one to the other. Teachers will be in their own classrooms.
- You need to make sure that if your child is in KS2 and has two different teachers for maths and literacy, then you book five minutes with each. If they have the same teacher you book ten minutes (ie two consecutive five minute slots).
- Year 6 Appointments - Mrs Cunningham will see all Year 6 pupils for literacy this time and those children in her maths group.  
Mrs Curtis will see those children who are in her maths group.
- If you feel that you need to speak to a teacher for longer than the five minute slot, you are able to book a further consecutive five minutes. However, if you need more than the 10 minutes, please can we ask that you make arrangements with the teacher for an additional appointment on another day. This is to take into account that teachers need enough time to see all parents over the two evenings.

When appointments have been made, you will receive a confirmation email.

To ensure smooth running on the night, please stick to time.

If you have any queries, or problems making appointments, please see Debbie in the Office.

***We suggest you book as soon as possible.***