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HEALTHY SCHOOLS  
LONDON



Acting Headteacher *Ms. Y Cattle*

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30<sup>th</sup> September 2022

Dear Parents/Carers

### **Parents Evening – Booking Appointments**

We use Parents Evening Manager on ParentMail – so you can book your parents' evening appointments from your smartphone, tablet or computer.

You will be alerted instantly once the appointment booking goes live and will be able to select appointment times that are convenient to you. It's all very straight-forward, but if you need help you can visit the ParentMail help site:

<https://www.parentmail.co.uk/help/parenthelp/>

As a school we consider Open Evenings to be a valuable part of your child's education. It is an opportunity for you and the teacher to discuss your child, their progress, both educationally and socially, and to work together to support your child.

Please note, you will need to be registered on ParentMail to be able to book appointments – if you haven't received a registration email or text, please contact the school office.

Once registered, if you have an Android or Apple smartphone, we would highly recommend you download the ParentMail App so you can book appointments on your phone as soon as the appointment booking goes live! To do this, simply search for "ParentMail" in your App store.

If you do not wish to book your parents' evening appointment online, you can simply contact the school office where we will book appointments for you.

This year we are able to invite you in to school to meet with the class teacher. During the Open Evenings I will be busy talking to parents and will, therefore, be unable to watch any children in the School Hall. The school does not offer crèche facilities; please try not to bring children with you.

If you have any issues or queries with the process, please contact the school office as soon as possible.

Yours sincerely

Yolanda Cattle  
Acting Head teacher