



March 2019

Dear Parents and Carers

PARENTS' EVENING APPOINTMENT MAKING

Parents' Evenings will take place on **Tuesday 9 April** and **Wednesday 10 April**.

Reception, Years 2, 4, 6 will take place 1.30-5.30pm on Tuesday and 3.30-7.00pm on Wednesday.

Years 1, 3, 5 will take place 3.30-7.00pm on Tuesday and 1.30-5.30pm on Wednesday.

Parents' Evenings are a big time commitment for class teachers and we would ask that parents make every effort to attend meetings during these designated times.

We are continuing to use the online booking system for parents evening appointments. The system enables parents to know when their appointments are and lets them choose a convenient time which is booked and confirmed immediately. **Please note that appointments cannot be made using email or a note to the teacher as all appointments will now be held on the system.**

For anyone who does not have access to the internet, appointments can be made by telephoning the school or by popping into school where you can receive help from the office staff.

To make an appointment you will need the login details you used in earlier this academic year to logon to the following website (please note there is no www in the address) and click the date icon beside each child's name to schedule appointments. Remember to click "book appointments" to save your booking.

<http://meadowside.schoolappointments.com>

Booking opens at 7.00pm on Friday 22 March and closes on Tuesday 2 April at 11.00pm.

Finally, you will have received your child's data sheet. This is the information we hold in school about your child. Please check that all information including contact numbers is up to date so that we can get hold of you in an emergency. You can return it to the school office or your child's class teacher at Parents' Evening and at the latest by Friday 12 April.

Thank you.

Meadowside Admin Team