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Wednesday 7th October 2020

Parents' Evening - Online Appointment Booking

I would like to invite you make an appointment for a Virtual Parents' Evening Meeting.

The virtual meetings will take place on **Tuesday 20th and Thursday 22nd October** (3.30-6.30pm)

This is an important evening and provides you with an opportunity to speak with your child's classteacher.

As meetings this term will need to take place virtually, we have had to explore alternative and more convenient ways of managing this. As a result, BWJS has introduced a new intuitive and easy to use online appointment booking system – **that also supports video calls**. This website allows you to choose your own appointment times with the teacher and you will receive an email confirming your appointments.

Appointments can be made from 4pm on Wednesday 7th October and will close on Monday 19th. Should you wish to make any changes after this date please contact the school office.

Please visit <https://bishopswaltham.parentseveningsystem.co.uk> to book your appointments.

(A short guide on how to add appointments is included with this letter.)

Login with the following information:

Parent email
Student's First Name:
Student's Surname:
Date of Birth:

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

Yours sincerely,

Darren Campbell

Headteacher

