



# St Margaret's at Troy Town C of E Primary School

Head Teacher: Linda Jobling

King Street, Rochester, Kent, ME1 1YF Tel: 01634 843843 Email: [office@smatt.medway.sch.uk](mailto:office@smatt.medway.sch.uk)  
Website: [www.stmargaretsattroytown.co.uk](http://www.stmargaretsattroytown.co.uk)

Dear Parents and Carers

It is the time of year when we have our Parent's Consultation Evenings. As a school we have decided to continue with our telephone calls for this term. This decision has been taken in line with our COVID risk assessment in order to keep the risk of infection minimal.

We will be using Parent's Evening Manager in ParentMail – so you can book your Parents' Evening appointments from your smartphone, tablet or computer. The allocated slots to talk to your class teacher will be **ten minutes** and available from 1.00pm through to 7.00pm on your allotted day. Please see below.

<b>Monday 18<sup>th</sup> October</b>	Purple Class Year 6	Blue Class Year 5
<b>Tuesday 19<sup>th</sup> October</b>		Orange Class Year 2
<b>Wednesday 20<sup>th</sup> October</b>	Rainbows Reception	Red Class Year 1
<b>Thursday 21<sup>st</sup> October</b>	Yellow Class Year 3	Green Class Year 4

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

[www.parentmail.co.uk/help/parenthelp/](http://www.parentmail.co.uk/help/parenthelp/)

**Please note that you need to book a different time slot for each child that you have within school.**

Please note, you will need to be registered on ParentMail to be able to book appointments – if you haven't received an registration email or text, please contact the school office on 01634 843843.

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

When booking your appointment please **provide us with the contact number that you want us to reach you on at the time of your appointment and please advise us if this is your work, home or mobile number.**

As you can imagine appointments are very tight and it is essential that you stick to the 10 minute slot that you have requested, so please make sure you are ready for their call. If you do not answer at your allotted time then your

St Margaret's at Troy Town Church of England Primary and Nursery School is a member of



THE PILGRIM  
MULTI ACADEMY TRUST

child's class teacher will attempt to ring you a second time, but after that the class teacher will need to move on to their next appointment.

If you have any issues with the process please contact Ms Burden in the school office as soon as possible.

*Ms L Jobling*  
Headteacher

St Margaret's at Troy Town Church of England Primary and Nursery School is a member of

