



# Montgomery Junior School

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23 January 2017

Dear Parent/Carer

## Mentoring Meetings Online Appointment Booking

I would like to invite you to attend our Parents' Mentoring Meetings on 1<sup>st</sup> or 2<sup>nd</sup> February 2017. This is an important meeting and provides you with an opportunity to discuss your child's progress, achievements and any other concerns or issues you may have with us. Your child should accompany you at the meeting.

The school has introduced a new easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. We are confident this will be an improvement to the previous system and welcome any feedback.

Appointments can be made with immediate effect and will close on 1<sup>st</sup> February at 5.30pm. Should you wish to make any changes after this date please contact the school office.

Please visit <https://monty1.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:

- Child's First Name
- Child'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

A handwritten signature in black ink, appearing to read 'Mr W Aylett'.

Mr W Aylett  
Headteacher