



# Montgomery Junior School

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15 October 2018

Dear Parent/Carer

## Parents' Meetings Online Appointment Booking

I would like to invite you to attend a Parents' Meeting on Wednesday 31<sup>st</sup> October or Thursday 1<sup>st</sup> November 2018. This is an important meeting and provides you with an opportunity to discuss your child's progress, achievements and any concerns or issues you may have with us. Your child should accompany you to the meeting.

The school has uses an online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments can be made with immediate effect and will close at midday on the day of each meeting. 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

*Michelle A. Wright*

Mrs Michelle Wright  
Headteacher