



**PRAE WOOD PRIMARY SCHOOL**  
*Everyone Valued, Everyone Learning*

Headteacher: Jenny Sheppard M. Ed  
Deputy Headteacher: Tracey Lockwood B.Ed Hons  
admin@praewood.herts.sch.uk  
King Harry Lane, St Albans, Hertfordshire AL3 4HZ  
Telephone: 01727 751930  
www.praewood.herts.sch.uk

14<sup>th</sup> February 2019

Dear Parents/Carers

We are writing to advise you on how to book an appointment for the forthcoming Parent Teacher Consultations. Teachers will show you examples in your child's books of their strengths and any areas for development they may have. Appointments are only available on the following dates:

**Reception to Year 6**

**Thursday 7<sup>th</sup> March - 5pm to 8.30pm**

**Tuesday 12<sup>th</sup> March - 4pm to 6.30pm**

**Nursery**

**Thursday 7<sup>th</sup> March - 5pm to 8.30pm**

**Tuesday 12<sup>th</sup> March - 4pm to 6.30pm**

**Wednesday 13<sup>th</sup> March - 10.00am to 11.10am**

Please book using the Parents Evening online system, which can be accessed via School Gateway (app and desktop); by clicking the link on the home page of our school website, or directly via <https://praewood.parentseveningsystem.co.uk/>

The system will open at 8pm on Thursday 14<sup>th</sup> February for bookings to be made and close again on the 4<sup>th</sup> March at midday.

In order to access the booking system please input your child's name and date of birth as well as your title and surname. **Please note that this must exactly match the details that we hold on record for you.** Please call the office if you have any problems.

Please note:

- Children's work will be available for you to look at after your appointment.
- Entrance to the school will be via the "Crash Door" at the front of the school with the exception of the daytime Nursery slots - please come to the main school office. All other entrances will be locked for security reasons.
- This is an opportunity for parents to talk to the teachers privately and confidentially. We would appreciate it if you would not bring your children to school during these appointments. In circumstances where this is not possible, the children may wait for you in the dining room. It would be helpful if they could bring a quiet activity with them to occupy them whilst waiting for you.
- Under **no** circumstances should children be left playing unsupervised on the playground or climbing apparatus.

- As usual, appointments will last ten minutes. The bell will ring to signify the end of the appointment. If you feel you require longer than the allotted time to discuss a particular issue, please make another appointment for a mutually convenient time, rather than delay other parents.
- If you have anything specific you wish to discuss, please add a note on the booking system.
- Mrs Sheppard will be available for an informal chat or a consultation by prior appointment through the school office.

Yours sincerely

Jenny Sheppard  
Headteacher