



# Montgomery Junior School

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14th February 2019

Dear Parent/Carer

## Parent Meetings Online Appointment Booking

I would like to invite you to attend a Parent Meeting on Wednesday 6th March or Thursday 7th March 2019. 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. Your child should accompany you to the meeting.

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

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