



## Radley CE Primary School & Foundation Stage Unit

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25 September 2020

Dear Parents/Guardians,

### Parents Evenings – 7 and 8 October 2020

You can now book your parents evening appointments online. We will send a link to your mobile phone and email address next week which will take you to our online booking system to select a time convenient for you.

#### Please follow these simple steps to book your slot:

1. **Click the link** that you receive through text and/or email to take you to the confirmation page. You will need internet access to do this.
2. **Enter your child's first name** to continue. If you have more than one child, any of their first names will work.
3. Next you will be taken to the booking page. This will show your children alongside all of the teachers that you can book in with.
4. **Click 'Please Choose'** to be shown a list of available times that you can click to book. This will even give you the option to add any notes that you might want the teacher to see before the meeting.
5. After you have entered any notes, please **click 'Book this Slot'** to complete your booking. When the button has turned green you know your booking has been made.
6. At any time before the Parents Evening, you can click the link on your phone or email again to check your booking time or even un-book by clicking the green booked button.

Make sure you book your parents evening as soon as possible to ensure you get the best time for you. **Please note that the booking system will close two days before the event.**

As the parents evenings are taking place virtually via 'Google Meet' you will be sent a link the day before your appointment. Please use this link to log on a few minutes before your appointment time and wait for the teacher to accept you into the meeting. (You don't need a google account to join the virtual meeting).

If you change your email address or mobile phone number, please notify the school office as soon as possible so that we can keep our contact records up to date. Thank you.

Best wishes,

Grace Slater  
Headteacher