



14th October 2019

Parents' Evening

Dear Parents/Carers,

You are invited into school to discuss your child's work with their teacher on Wednesday 23rd and Thursday 24th October between 3.45pm – 7pm.

We have set a calendar event through Bloomz so you can easily sign up to see your child's teacher at a time to suit you. You will receive an email on Wednesday afternoon after school inviting you to the evenings. You can click on the 'Sign Up Now' button from your email to access the sign up form. Alternatively, when you log in to Bloomz, you can access the calendar by clicking on the tabs near the top of the page. The calendar is above the 'Feed', next to the 'Updates' tab.

You can select a slot for either Wednesday or Thursday from the slots available. Meetings will be no longer than 10 minutes long. Once you have selected a time, you can set a reminder and also leave a private message to your child's teacher if you want to pass on anything beforehand. This slot is yours straight away, so you don't need to wait for further confirmation from the class teacher. If you realise after you have signed up that you can no longer make that time, you can remove your booking by clicking on 'Options' next to your time and choose another slot. If you would prefer to speak with your child's class teacher on the telephone rather than coming into parents' evening please indicate this via a message on Bloomz.

Please note: If you are signing up to see more than one teacher, please leave enough time between your slots so they aren't back to back, to allow some time to get from one appointment to the other. This will help avoid delays.

If you are not yet on Bloomz, you can collect a letter from the school office to sign up. You can also go directly to your child's class teacher to request a suitable slot with them.

It is important that meetings begin promptly at the time given and they last for no more than 10 minutes. This is so that other parents are not having to wait for their slot. If you need longer to discuss your child's progress, you can, of course, book a separate meeting with your child's class teacher at any time throughout the year.

From the Pupil Support Team, Ms Martindale and Miss Slater will be available and based in the library on the Wednesday and Thursday respectively if you have anything you would like to discuss with them.

Many thanks for your support.

Kind regards.

Miss Jo Sawyer
Headteacher

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