



Friday 17<sup>th</sup> January 2020

Dear Parents/Carers,

**Keep up to date with how your child is doing**

Parent Consultations will be taking place on Tuesday 11<sup>th</sup> and Wednesday 12<sup>th</sup> February 2020, with the exception of Seahorses and Starfish Classes whose appointments will be on Tuesday 11<sup>th</sup> and Thursday 13<sup>th</sup> February.

At the meetings there will be an opportunity to discuss current progress and areas for development. There may also be an opportunity to look at your child's work.

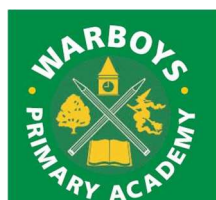
To book your appointment please log into your Parentmail account and follow the instructions on the reverse of this letter. The booking system will open today at 4:00 p.m. If you experience any problems with the appointment system, please e-mail the office - [office@wpa.education](mailto:office@wpa.education) with your child's name and preferred date and time and we will book the appointment for you.

If you cannot attend on any of these dates please make alternative arrangements with the class teacher. We aim to see all parents in the Spring Term.

**Please note that there will be no Science or Art Clubs on Tuesday 11<sup>th</sup> February.**

Kind regards

Loren Bradley  
Office Manager



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## **INSTRUCTIONS FOR PARENTMAIL APPOINTMENTS**

How do I book my parents' evening appointment online?

If your school is using the Parents' Evening Manager Application, you will be able to book Parents' Evening online through your ParentMail Account or through the free ParentMail App. If you have received an invitation to book parents' evening, it will appear as a notification in your feed (see example below)

[View Parents Evening List](#)



Firestone Academy



Posted 28 April 2016 13:59

You have been invited to 'May Parents Evening - Year 5' - Regarding James Brierley

Once you have opened the invitation, you will be presented with the parents' evening booking form. This will tell you further information about parents' evening - such as the location, the dates and the "session status". You will not be able to book your parents' evening appointment unless the status shows as "Accepting Bookings".

If you are able to book Parents' Evening now, select the date you would like to book.

Depending on your school, there may be one available date, or several. You will be able to see this by using the drop down box.

Once you have selected the date, please click 'View/Book Appointments'; here you will be able to view the available appointments to book, with the times and teacher available. To book an appointment, simply click on the slot in question, then click on an available time to book