



Coxheath Primary School

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Headteacher

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Dear Parent/Carer

January 2024

Parent Evening Consultations

Our parent consultation evenings for Terms 3 and 4 will be held on the following days, when you are invited to come along and discuss your child's progress with the class teacher.

Tuesday 6th February 2024 between 4.30pm and 7.00pm

Thursday 8th February 2024 between 3.45pm and 6.35pm

Appointments should be booked using our online booking system where possible. Appointments for Years R to 2 will be held in KS1 Hall and for Years 3 to 6 in KS2 Hall.

The first named parent/carer we have for your child will receive a text and/or email on **Friday 26th January 2024**, after school, allowing you to go online and book your time.

- Click the link that you receive through text message and/or email to take you to the confirmation page (You will need internet access to use this).
- You will see a page requesting your child's first name, so please enter it to continue. Any of your children's names will be acceptable.
- Once you have entered your child's name you will be taken to the booking page. This page will show you all of your children and all of the teachers that you need to book in with ***unless they are not linked on the school system in which case you will receive separate emails. This usually only happens when named contacts are in a different order to their sibling(s).***
- Next, please click 'please choose' to be shown a list of available times that you can click to book.
- Click 'book this slot' to finalise your booking. When the button has turned green you know your booking has been made.

At any time you can click the link on your phone or email again to check your booking time or even un-book by clicking the green button again. If you have more than one child to book for parents evening, please be sure to leave enough time between appointments.

Make sure you book your parents evening quickly to ensure you get the best time for you. We should be grateful if you would note the following points regarding the interview evening:

- a) Meetings are timed for 10 minutes each, which should normally be adequate. If you wish to discuss matters further the teacher will make another appointment with you, to avoid delay to the following meetings.
- b) It is not necessary to have your child with you on this occasion but if you do bring them they must remain under your supervision **at all times**.

Online bookings will close at 11.30pm Sunday 4th February so any bookings after that will need to be done manually with the office.

Yours faithfully

Headteacher
Mr Giacomo Mazza