



Headteacher: Mr M Currie
Deputy Headteacher: Mr L Clarke
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Website: www.southboroughprimary.org.uk
Twitter: @sbpsmaidstone
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A Learning Ladder for Life

30th October 2023

Dear Parents/Carers,

Parent Consultations November 2023

Face to face Parent Consultations for Nursery to Year 6 will take place on the dates and times below:

Wednesday 15th November 3:30pm - 7pm

Thursday 16th November 3:30pm - 6pm

Consultations will take place in classrooms, *please enter via the school office* where a member of the leadership team will be on hand to guide you through to your child's classroom.

Below (page 3) is a map of the classrooms in order to guide you through to your appointments. Please be punctual as it may not be possible to fit in late arrivals due to timetabling of other parent/carer appointments.

Please note that the time for each consultation is limited to **ten minutes**. Your child's books will be available for you to peruse and we would encourage that you arrive earlier than your appointment slot, to allow time for you to do this. If you have more than one appointment to book, please allow enough time to travel between appointments.

Mrs Fulcher (SENCO) will be available to meet with parents, to discuss any matters relating to your child's additional needs. If you would like Mrs Fulcher to attend your appointment with the class teacher, please indicate this in the comments section when booking.

To book teacher appointments, please log in and book an appointment which is convenient to you using the link sent via text message. **A guide on how to do this is on the second page of this letter.** If you need support in booking your appointment, please contact Debbie Jensen from the admin team who will support you with your query.

The booking system will go live on Tuesday 31st October at 10am and will close on 7th November at 10am. Bookings via telephone will only be available after the opening time stated above. Please note that booking online is the quickest and fastest way to get your appointment.

Yours sincerely,

Mr M Currie
Headteacher

Stagshaw Close, Postley Road, Maidstone, Kent, ME15 6TL



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Booking an Appointment for Parent/Carer Consultations

To book appointments, a link will be sent to your mobile phone or email address 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 the booking. When the button has turned green, you know your booking has been made.
6. At any time before the parent consultations, 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.

If for any reason you are having any issues with accessing the email/text, then please feel free to call the school office where we will be able to assist you with your bookings.

We will send a reminder text prior to the link being sent, so that parents are reminded of when the bookings will 'go live'.

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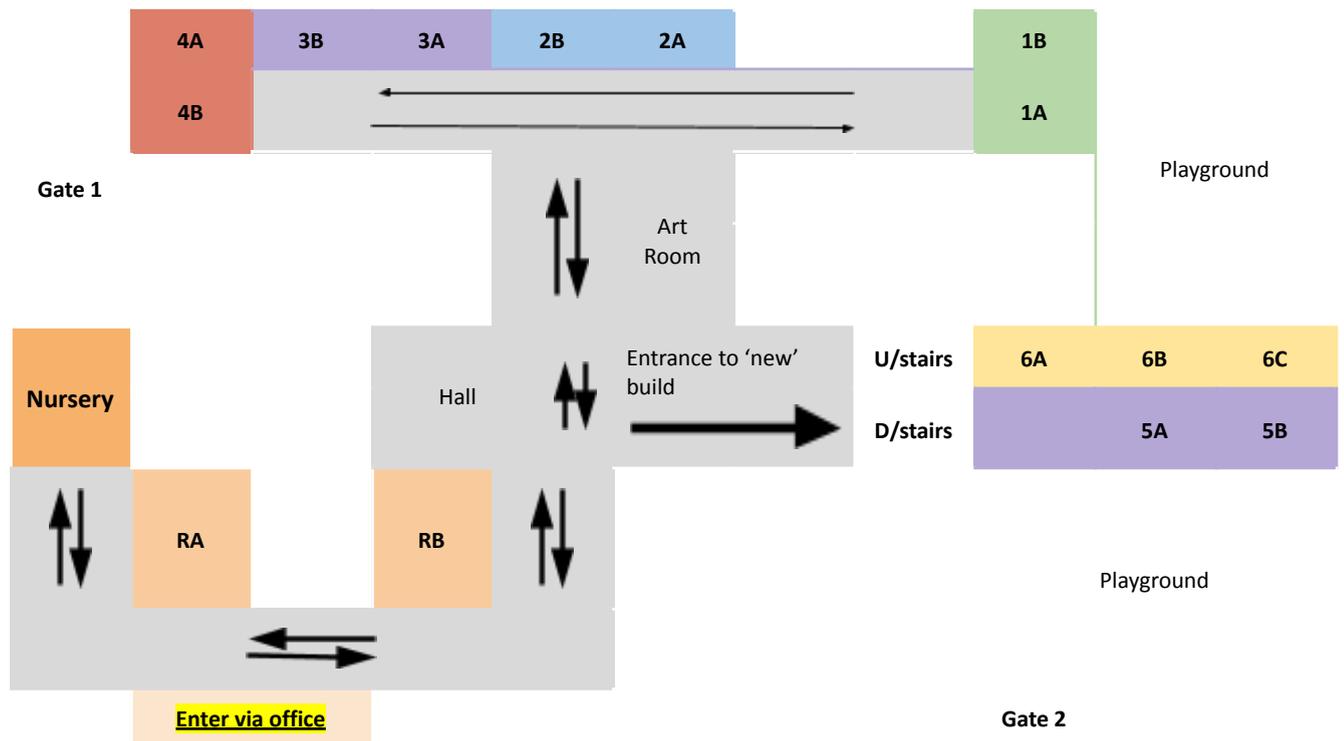
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Map of Classrooms



Stagshaw Close, Postley Road, Maidstone, Kent, ME15 6TL

A member of Swale Academies Trust

Registered Office: Ashdown House, Johnson Road, Sittingbourne, Kent, ME10 1JS



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