



**Exec. Headteacher:**  
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**A Learning Ladder for Life**

5th November 2021

Dear Parents/Carers,

**Re: Parent Consultations – Tuesday 23rd November & Thursday 25th November**

We are extremely pleased to be able to invite parents of children in Years R-6 into school for face to face Parent Consultations. Consultation meetings will take place on during the following times:

**Tuesday 23rd November 3:30-7pm**

**Thursday 25th November 3:30-6pm**

*Parent consultations of children in Reception (Red) class will take place at a later date, as Mr Blanco will be on paternity leave during this time. A separate letter will be sent home in due course to advise of dates.*

Nursery, Reception, Years 1 and 2 teachers will meet parents in the small hall.

Years 3, 4, 5 and 6 teachers will meet parents in the large hall. **All parents should enter and exit the building via the school office, where there will be a member of staff to meet and greet you.**

Please note that the time for each interview 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.

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 notes section of the 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 Monday 8th November at 9:30am. We look forward to seeing you.**

Yours sincerely,

Mr M Currie  
Head of School

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

Trust Principal: Mr J Whitcombe MA

Director of Primary : Mr M Wilson

Swale Academies Trust Registered Office: Ashdown House Johnson Road

Registered in England No: 07344732



## **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. This will work on a first come first serve basis for you to select your appointment time.

### **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'.