



Exec. Headteacher:
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A Learning Ladder for Life

29th March 2022

Dear Parents/Carers,

Re: Parent Consultations April 2022

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

Tuesday 26th April 2022 4pm - 7pm

Thursday 28th April 2022 4pm - 7pm

Consultations will take place in classrooms rather than in the school halls. *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. Books will be placed outside classrooms, please do arrive slightly early in order to have a chance to view these prior to your appointment.

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/carers 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.

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 Thursday 31st March at 6pm. If you need to book an appointment via the office please telephone on Friday 1st April after 10am. 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'.



Map of Classrooms

