



St Patrick's Catholic Primary School, Dipton

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Headteacher: Mrs J Burgess
We follow in Christ's footsteps

Tuesday 1st November 2022

Reception Autumn term in school parents' evening

Dear Parents/Carers

Using our Teachers2Parents platform, which provides the text and email service to school, we plan to set up face-to-face parents' evening appointments **which will take place in school on Wednesday 9th November and Wednesday 16th November 3.30pm-6pm** for our Reception class (Other years are to take place virtually). Appointments will be 10 minutes long.

We will send a link to your mobile phone and email address at **9.30am tomorrow (Wednesday 2nd November)**, which will take you to our online booking system to select a time convenient for you. If you have not received an email or text by 10.30am please contact the school office.

Appointment bookings will close at 3.30pm this Friday (**4th November**).

We have included full instructions as to how to book below.

If you have children in other year groups, please be mindful of timings when booking your Reception parents' evening appointment. As we have previously mentioned, it is only the Reception class parents who are having face-to-face appointments this term – all other classes will be virtual.

Kind regards

Mrs Burgess
Headteacher

IF YOU HAVE DIFFICULTY IN READING OR INTERPRETING THIS DOCUMENT PLEASE CALL 01207 570316



Instructions for booking your parents' appointment on line

We will send a link to your mobile phone and email address at **9.30am on Wednesday 2nd November** 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, please contact the office if you do not have access.
2. Enter your child's legal 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 brief notes that you might want the teacher to see before the meeting. **Please also enter your preferred email and contact telephone number in the comments/notes at this point.**
5. After you have entered any notes and your contact details, please click 'Book this Slot' to complete your booking. When the button has turned green you know your booking has been made. Reminder to please leave a 10-minute gap between sibling appointments.
6. At any time before the Parents Evening, you can click the link on your phone or email again to check your booking time.

Appointment bookings will close at 3.30pm on Friday 4th November.

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