

Tickhill Estfeld Primary School



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3rd October 2018

**Common Lane
Tickhill
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DN11 9JA**

Open Evening - Online Appointment Booking

Dear Parents/Carers

I would like to invite you to attend our Parents and Carers' Evening on Wednesday 17th October from 3.30pm to 7.30pm. This is an important evening and we very much look forward to meeting with you as it provides the opportunity to discuss your child's progress and targets for the year ahead, early in the school year.

In response to our Parents and Carers' Survey in March 2017 the school has introduced an easy to use online appointment booking system. This allows parents and carers to choose their own appointment times with teachers and you will receive an email confirming your appointments.

As with the previous paper-based system we allocate each pupil one appointment with their class teacher. If you experience difficulties please contact the school office.

The booking system will open so that appointments can be made from **6.00pm on Monday 8th October 2017 and will close on Wednesday 17th October at 12.00 noon.** Should you wish to make any changes after this time please contact the school office.

Please visit <https://estfeld.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments has been sent separately). Login with the following information:

Student's First Name.
Student's Surname.
Student's Date of Birth.

If you do not have access to the internet, please contact the school office from Tuesday morning when we will be happy to add appointments on your behalf.

On the Evening

All teacher - parent consultations will take place in the hall. The hall is large enough for confidentiality to be maintained and we ask that parents respect the privacy of others by waiting outside the hall until it is time for their appointment. Time is limited but as a courtesy to others please do try to keep to time. Pupils' work is available to be viewed in each classroom.

School Nurse

Our School Nurse will be attending the Open Evening from 3.45 to 5.30pm. She will have a range of information available on health and development matters and will be able to give individual advice or guidance on the night.

Book Fair

There will also be a School Book Fair so that pupils and parents will be able to look at, and maybe purchase a book or two together. Please support the book fair if you can. Proceeds from the books sold are used to purchase further books for school.

Refreshments

As is our custom we will be selling cakes, biscuits and drinks on Open Evening. All monies collected will be donated to Macmillan Cancer Support. Donations of cakes, biscuits etc. homemade or bought will be gratefully received; please send them to school on the morning of Open Evening, (no nuts please). A cup of tea and a biscuit can be just what you need if you have dashed straight from work to see us. We would like thank you in advance for your support as we always raise a generous amount for worthy causes.

Yours faithfully

Miss Diane Risley, Headteacher

