



PARKLANDS COMMUNITY PRIMARY SCHOOL

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Headteacher: Miss Charlotte Angeli

26th September 2023

Dear Parents/Carers,

Whole School

Parents' Consultations

You are invited to meet with your child's teacher in school and see their work on:

Tuesday 10th October 3.30 – 5.00pm and 5.30 – 7.00pm **or** Wednesday 11th October 3.30 – 5.30pm

Please note : *Hawthorn Class* has a slight variation on timings as follows:

Monday 9th October 3.30 – 7.00pm **or** Wednesday 11th October 3.30 – 5.30pm

We will be using **Parents Evening Manager** on **ParentMail** – so you can book your parents' evening appointments from your smartphone, tablet or computer.

You will be alerted instantly once the appointment booking goes live (which will be **Monday 2nd October at 7.00pm**) and will be able to select appointment times that are convenient to you. It is all very straight-forward, but if you need help you can visit the ParentMail help site: <https://www.parentmail.co.uk/help/parenthelp/> Please note that you will need to be registered on ParentMail to be able to book appointments – if you haven't received a registration email or text, please contact the school office.

Once registered, if you have an Android or Apple smartphone, we would highly recommend you download the ParentMail App so you can book appointments on your phone as soon as the appointment booking goes live! To do this, simply search for "ParentMail" in your App store.

If you do not wish to book your parents' evening appointment online, you can simply contact the school office where we will book appointments for you. If you have any issues or queries with the process please contact the school office as soon as possible.

Your child's work will be available for you to look at just outside the classroom. Please come a few minutes before your allocated time, so that you can look at the work. Teachers will then meet with you in the classroom, to enable you to discuss your child's learning in a confidential setting.

Please bring your child with you to the meeting if you wish. Please enter and leave the school by the main entrance.

The agenda for the discussion with the teacher will be:-

1. The progress that your child is making and their targets.
2. Your child's strengths and areas for development.
3. Ways in which you can help your child at home.

Ten minutes have been allocated for each meeting. If you have additional issues that you wish to discuss at length please make a separate appointment with your class teacher. Please help us to keep to time by being prompt. Thank you!

Yours sincerely

Charlotte Angeli

Charlotte Angeli
Headteacher