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*NURTURING OUR COMMUNITY, THEREBY PROVIDING KEYS TO UNLOCK DOORS
FOR A BETTER FUTURE*

17 December 2018

Dear Parents and Carers

Parent Consultation Meetings for Children in Years 1-6

We are holding consultation meetings for parents of children in Years 1-6 on Monday 14 January and Tuesday 15 January from 3.30 to 7.00 p.m. These are very important meetings and provide you with an opportunity to discuss your child's progress with their teacher.

We are using an online appointment booking system. This allows you to choose your own appointment times with your child's teacher and you will receive an email confirming your appointment.

Appointments may be booked from 9am on Wednesday 19 December to 12 noon on Friday 11 January. Should you wish to make any changes after this time please contact the school office. If you need a translator at the meeting please let your child's class teacher know and they will book the appointment for you when a translator is available.

Please visit <https://laurancehainesprimary.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments accompanies this letter this letter). You will need to login with the following information:

Parent surname

Child's full name as it appears on the school register

Child date of birth (must be in the format dd/mm/yyyy)

If you do not have access to the internet you are welcome to use the PC's in our Community Room. However, if you have any difficulty please contact the school office who will be happy to help you.

Yours sincerely



Sebastian Gray
Headteacher