



Laurance Haines
School

Vicarage Road, Watford, WD18 0DD
Tel: 01923 233146 e-mail: admin@lhaines.herts.sch.uk

ENJOY, CARE, AIM HIGH AND SUCCEED TOGETHER

7 November 2017

Dear Parents and Carers

**Hazel Class Parents' Evenings
Monday 20th, Tuesday 21st and Thursday 23rd November
Online Appointment Booking**

We are holding consultation meetings for parents of children in Hazel Class on **Monday 20th and Tuesday 21st November from 3.30 to 7 p.m. and Thursday 23 November from 3 to 4.30 p.m.** These are very important meetings and provide you with an opportunity to discuss your child's progress with Mrs Gunner. If you need a translator at the meeting please let Mrs Gunner know and she will book the appointment for you when a translator is available.

We are once again using an online appointment booking system. This allows you to choose your own appointment time and you will receive an email confirming your appointment.

Appointments can be made online from today until 12 noon on Monday 20th October. If you need to make changes to your appointment after this time, please contact a member of the office staff who will be able to help you. Whilst we have allocated time slots of 15 minutes per appointment, please be aware that this is to allow time for 10 minutes per discussion plus transition between meetings.

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

Parent name
Parent email address
Child's full name as it appears on the school register
Child date of birth

If you do not have access to the internet or experience any difficulty, please contact the school office who will be happy to add appointments on your behalf.

Yours sincerely

James Roach
Headteacher

