



Laurance Haines
School

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ENJOY, CARE, AIM HIGH AND SUCCEED TOGETHER

7 November 2017

Dear Parents and Carers

**Holly Class Parents' Evenings
Tuesday 21st, Wednesday 22nd and Thursday 23rd November
Online Appointment Booking**

We are holding consultation meetings for parents of children in Holly Class on **Tuesday 21st and Wednesday 22nd November from 3.30 to 7 p.m., and on Thursday 23rd 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 Moore. If you need a translator at the meeting please let Mrs Moore 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

