



Batchelor Road
Fleckney
Leicester
LE8 8BE

24th September 2018

Dear Parents,

Foundation Stage Parents' Evenings

Your child's first parents' evenings will take place on Wednesday 10th October and Thursday 11th October. Parents' evenings for the rest of the school, Years 1 to 6 will be run on a more informal drop in basis, but we have decided to stay with a consultation and appointment process for parents of Foundation Stage children. This will allow you time with your child's class teacher to discuss how he or she has settled into their new school.

The parents' evenings take place on;

Wednesday 10th October 3.30pm to 7.00pm
Thursday 11th October 3.30pm to 5.30pm

You will be able to book Foundation Stage appointments through Parent Mail, either through the mobile app or the website. The booking facility will be available from **Wednesday 26th September until 3.30pm Saturday 6th October**. To ensure an appointment you must book during these dates.

To make this process easier our advice is:

- Download the free app for your mobile by searching for PMX Parentmail in the Android Playstore or the App Store for iPhones – The app is quickest way to book an appointment!
- Book as soon as you can for each child as demand will be high for appointments
- If there is more than one household in your family and you require a second appointment, please contact us by telephone as there is only one slot available per child online.
- See the help section on Parentmail if you need assistance with booking an appointment. The booking facility can be found by selecting Parents Evening from the main menu and the Help section can be accessed by clicking on help at the top of the screen and then scrolling down to the blue applications area.

We look forward to meeting with you and discussing your child's progress.

Yours sincerely

Mr T Leah



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