



Batchelor Road
Fleckney
Leicester
LE8 8BE

14th January 2019

Dear Parents,

Parents' Evenings Bookings

We are pleased to invite you to attend a Parents' Evening on either Tuesday 5th February or Wednesday 6th February. This meeting will give you an opportunity to meet your child's teacher and discuss your child's progress. As in previous years, space is very limited outside the classrooms, we would appreciate it if you would make childcare provision for your child.

The only way to book an appointment will be through Parentmail. The booking facility will be available from **Wednesday 16th January until 3.30pm Saturday 2nd February**. You will be able to book appointments either through the mobile app or the website. 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
Headteacher



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Head Teacher: Mr T Leah