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29th October 2018

Dear Parent/Carers,

Parents' Evening Appointments 7th & 8th November 2018

You should have received an email today alerting you about Parents' Evening for Wednesday 7th and Thursday 8th November 2018.

You would have been alerted instantly once the appointment booking went live and you will be able to select appointment times that are convenient to you. It's all very straight-forward, but if you need help you can visit the ParentMail help site: <https://www.parentmail.co.uk/help/parenthelp/>

Please note, you will need to be registered on ParentMail to be able to book appointments – if you haven't received a registration email or text, please contact the school office.

Once registered, if you have an Android or Apple smartphone, we would highly recommend you download the ParentMail App **[or School Branded App]** so you can book appointments on your phone as soon as the appointment booking goes live! To do this, simply search for "ParentMail" **[Or School Name]** in your App store.

If you do not wish to book your parents' evening appointment online, you can simply contact the school office where we will book appointments for you.

If you have any issues or queries with the process please contact the school office as soon as possible.

Yours sincerely

Admin Team