

Northwood Road  
Thornton Heath  
Surrey CR7 8HX

Telephone: 020 8653 4240  
Fax: 020 8768 0295

Email: [office@davidlivingstone.croydon.sch.uk](mailto:office@davidlivingstone.croydon.sch.uk)  
Website: [www.davidlivingstone.croydon.sch.uk](http://www.davidlivingstone.croydon.sch.uk)

Executive Headteacher: Tim Mills  
Headteacher: Ryan Ardé

5<sup>th</sup> March 2019

Dear Parent/Carers,

**Parents' Evening Appointments 20<sup>th</sup> & 21<sup>st</sup> March 2019**

On Thursday the 7<sup>th</sup> March, the ParentMail booking system for Parents' Evening will go live at 5pm. You will be alerted instantly once the appointment booking goes live and you will be able to select appointment times that are convenient to you. It is 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 so you can book appointments on your phone as soon as the appointment booking goes live! To do this, simply search for "ParentMail" **[David Livingstone Academy]** in your App store.

If you do not wish to book your Parents' Evening appointment online, you can simply contact the Academy 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