

28 March 2023



Dear Parent/Carers

Parents Reception, Y1, 2, 3, 4, 5, & 6 Evening Wednesday 26 April 3:30 -6:30pm (virtual) and Thursday 27 April 3:30pm -6:30pm (in person)

With regard to the above, please be advised that the way we book slots for parents evening is done via Eduspot. All parents will be responsible for booking their appointments to meet with their child's teacher or teachers.

We will send a link to your mobile phone or email address which will take you to our online booking system to select a time convenient for you. Please follow these simple steps to book your slot:

1. Click the link that you receive through text and/or email to take you to the confirmation page. You will need internet access to do this.
2. Enter your child's first name to continue. If you have more than one child, any of their first names will work.
3. Next you will be taken to the booking page. This will show your children alongside all of the teachers that you can book in with.
4. Click 'Please Choose' to be shown a list of available times that you can click to book. This will even give you the option to add any notes that you might want the teacher to see before the meeting.
5. After you have entered any notes, please click 'Book this Slot' to complete your booking. When the button has turned green you know your booking has been made.
6. At any time before the Parents Evening, you can click the link on your phone or email again to check your booking time or even un-book by clicking the green booked button.

Make sure you book your parents evening ASAP to ensure you get the best time for you. The system will go live at 3:45pm on Thursday 30 March and you will be able to book your appointments from then (the system will close at midday Tuesday 18 April). Please note that Wednesday 26 April will be appointments virtually and Thursday 27 April will be in person





appointments in school. (If all appointments via Teams have been allocated you will need to book an in person appointment and vice versa.)

In addition, if you choose a virtual appointment all invitations will be sent through your child's welearn account. If you are unsure about the login/password please email your child's teacher directly allowing plenty of time before the actual day of your appointment.

If you have any problems, please do not hesitate in speaking with the office.

Yours sincerely

Kate Guymer
Headteacher