



ST. JOHN'S WALHAM GREEN CE PRIMARY SCHOOL

"Love one another"

Autumn Term Parents' Evening 2017

1st November 2017

Dear Parents,

Our Autumn Term Parents Evening will be taking place on **Monday 20th November and Monday 27th November 2017**, for all classes from Nursery to Year 6.

In order to make an appointment you will need to go online to book. Please see the attached instructions of how to make a booking. There is a link on the school website taking you directly to the booking system. Alternatively, type the following address into your URL bar;

<http://www.parents-booking.co.uk/stjohnsce>

Logging in

You will need the information which you have given on the data collection sheets;

1. Your own first and surname
2. Your child's legal first name and legal surname
3. Your child's date of birth

The system will be live from **6pm on Monday 6th November 2017** and will be open to take your bookings until **6.00pm Friday 17th November 2017**. You will **not** be able to make an online booking after this time.

If you do not have access to a computer, tablet or smart phone and are therefore unable to book an appointment online, please speak to a member of staff in the school office. They will be able to give you access to IT equipment for you to make your booking. **Please do not call the school office to make a booking over the phone.**

Yours sincerely,

Ms. Barbara Wightwick
Headteacher

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Headteacher: Ms. Barbara Wightwick