



EMMANUEL CHURCH OF ENGLAND SCHOOL

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Headteacher: Miss Kathryn Fitzsimmons B.Ed (Hons)

24 September 2015

Dear Parents/Carers

Teacher/Parent Consultations – Online Appointment Booking

Every autumn and spring term we meet with parents/carers to report on the general progress your child has made in school.

Each appointment is for *10 minutes*. This term the appointments will be held as follows:

- **Nursery, Reception, Years, 1, 3, 4, 5 and 6 on Monday, 5 October and Thursday, 8 October**
- **Year 2 on Monday, 5 October and Tuesday 6 October.**

Following the success and feedback from our online trial last term, we will once again be using the online system which allows you to choose your own appointment time with your child's/children's teachers. You will receive an email confirming your appointment. Please do not book more than one appointment.

Appointments can be made from Saturday, 26 September at 4.00pm and will close on Thursday, 1 October at 8.00pm. Should you wish to make any changes after this date please contact the school office. Please note, you will not be able to access the site before the opening date and time.

Please visit <https://emmanuelce.parentseveningsystem.co.uk> to book your appointments. Login with the information that is requested on the front page.

If you do not have access to the internet, or you have problems logging on, please contact the school office who will be happy to add appointments on your behalf.

We would appreciate it if you would arrive promptly for your appointment as this will help to avoid delaying other parents. If you feel that you need a further discussion with your class teacher, please make an appointment with him/her at a mutually convenient time.

Yours sincerely

Miss K Fitzsimmons
Headteacher