

28<sup>th</sup> February 2023

Dear Parent/Guardian

**PARENTS EVENING APPOINTMENTS TUESDAY 21<sup>ST</sup> MARCH AND WEDNESDAY 22<sup>ND</sup> MARCH**

We are inviting parents to attend Parents Evening to discuss their child's progress on Tuesday 21<sup>st</sup> March and Wednesday 22<sup>nd</sup> March. To book a slot on either of these days you will need to log into Wisepay in the normal way and then progress as follows:-

- Click on the parents evening icon
- Click on the view details button for the parents evening you wish to attend
- Scroll down and select an available slot (see key above appointments for available appointments)

If you have any difficulties booking an appointment please call the school office. If you need to cancel or amend an appointment you can do so following the above menu path.

All bookings must be made by 23.55 pm Sunday 19<sup>th</sup> March 2023.

Using the Wisepay system you will only be able to book one appointment for your child. Any families wishing to book a separate appointment for each parent please call the school office and we will book this for you. If you are unable to attend either of these evenings please speak directly with the class teacher who will arrange a mutually convenient time to see you.

Yours sincerely



Mrs A Goddard  
Head of School



***Set Sail for Success***

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