

Hawthorn Community Primary School

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Dear Parents/Carers,

Our first parent interviews of this academic year will be held during week commencing 4th November. We encourage all parents to attend these meetings as this is an opportunity for you to discuss with your child's teacher how your child has settled into class, their learning targets for this term and their progress so far.

This year we are introducing our new online booking system. A link will be sent to parents listed as **Priority 1** on our systems to their mobile phone or email address which will take you to our online booking system to select a time convenient for you. For children in split families we request that wherever possible both parents attend for the same interview. However if this is not possible the parent who is not Priority 1 on our system will need to contact the school office to arrange an alternative appointment.

Please note that individual meetings are **10 minutes** long. It is important to keep meetings to 10 minutes in order to avoid parents having to wait. However, if you feel that you need longer, please make a separate appointment with your child's class teacher. There is one 10 minute appointment slot available per child.

Please follow these simple steps to book your appointment:

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. If you are booking for more than one child please leave a gap of at least 10 minutes between appointments.
5. Click 'Book this Slot' to complete your booking. When the button has turned green you know your booking has been made.

It is advised to book your appointment as soon as possible to ensure you get the best time for you. If you are unable to do this online or you have any other queries please contact the office.

Yours sincerely

Julie Clubley
Head Teacher

