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Executive Principal: Mr L Smith  
Associate Principal: Mrs S Eathorne

*Believe **Engage** **Aspire** **Nurture** your child's **FIELD** of dreams*

11<sup>th</sup> October 2019

Dear Parents/Carers

**Re: Parents Evening – Wednesday 6<sup>th</sup> November & Thursday 7<sup>th</sup> November 2019  
Online Appointment Booking**

There is an opportunity to meet with your child's class teacher on Wednesday 6<sup>th</sup> November between 3.30pm and 5.00pm and then again between 6.00pm and 7.30pm and also on Thursday 7<sup>th</sup> November between 3.30pm and 6.00pm. This will be a 10 minute appointment and will focus on how your child has settled at the start of the year.

These appointments can be booked through Wisepay, our online appointment booking system. This allows you to choose your own appointment times with teachers as well as booking sibling appointments around a similar time (please note each child needs to be booked in separately with each teacher). We ask that you try to leave at least a ten minute gap between appointments to allow you to get from one appointment to the next as we are aware that there can sometimes be quite a distance between classrooms.

Once you have completed the bookings you will receive an email confirming your appointment(s).

**Please log on to Wisepay to book your appointments from Friday 11<sup>th</sup> October at 4pm.  
This will close on Thursday 24<sup>th</sup> October at midnight.**

Should you wish to make any changes after this date please contact the school office. If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

Yours sincerely

Mrs Samantha Eathorne  
Associate Principal