

2nd February 2024

Dear Parents & Carers,

### **Parent/Carer Open Evenings**

I am pleased to be able to inform you that we will be again holding face to face parent/carers consultation evenings next half term on Wednesday 21st February and Thursday 22nd February, 3.20pm to 5.30pm. To book an appointment you will need to follow the instructions and visit the appropriate link outlined below. This will then offer you a range of available appointments, all of which are 10 minutes in duration.

A video of how to undertake this process can be found here (this is an old video and does include references to google meets - we will not be hosting any consultations via this platform; they will all be face to face): <https://tinyurl.com/parentseveningbookingguide>

In summary, the steps that you will need to undertake are as follows:

- **Sign in to Google with your child's Google login** (the one they use for school, which will be in their planner). You may need to sign out of your own google account to do this;
- Follow the booking site link for your child's class listed below,
- Scroll to the dates of the parents' evening and select your preferred slot.
- Check your child's details are correct (this will automatically fill in, if you are signed into Google as your child) and press the save button.
- Repeat this process for children you may have in other classes by logging out of the previous child's account and back in again as the child you are now booking for.

The booking system links, by class are as follows:

Class	Class teacher	Booking site link
N	Mrs Robinson Mrs Wilkinson	<a href="http://tinyurl.com/OPADNursery">http://tinyurl.com/OPADNursery</a>
R	Miss Johnson	<a href="http://tinyurl.com/OPADYearR">http://tinyurl.com/OPADYearR</a>
1	Miss Robinson	<a href="http://tinyurl.com/OPADYEAR1">http://tinyurl.com/OPADYEAR1</a>
2	Mr Handley	<a href="http://tinyurl.com/OPADYear2">http://tinyurl.com/OPADYear2</a>
3	Mrs Draper-Hurst	<a href="http://tinyurl.com/OPADYear3">http://tinyurl.com/OPADYear3</a>
4	Mrs Schofield	<a href="http://tinyurl.com/OPADYear4">http://tinyurl.com/OPADYear4</a>
5	Mr Simpson	<a href="http://tinyurl.com/OPADYear5">http://tinyurl.com/OPADYear5</a>
6	Miss Bowes Mr Brightmore	<a href="http://tinyurl.com/opadyear6">tinyurl.com/opadyear6</a>

Should you require any support, please do not hesitate to contact us in school.

Yours faithfully,



Mrs G Barr  
Head of School