



26 March 2024

Dear Parents/Carers

Parents/Carers' Consultation Meetings - Reception – Year 5

You are invited to attend our in-person Parent/Carers' Consultation Meetings with your children's teachers, which will be taking place **on Wednesday 17th and Tuesday 23rd April 2024**. Each appointment will last for ten minutes.

This is an important opportunity to meet with class teachers to discuss your children's attainment, progress and personal development.

Kenley Primary School has introduced a new, easy-to-use online appointment booking system. This allows you to choose your own appointment times with teachers and receive an email confirming these.

We will send a link to your mobile phone or email address which will take you to our online booking system to select a time convenient for you. Please follow these simple steps to book your slot:

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. This will even give you the option to add any notes that you might want the teacher to see before the meeting.
5. After you have entered any notes, please click 'Book this Slot' to complete your booking. When the button has turned green you know your booking has been made.
6. At any time before the Parents' Evening, you can click the link on your phone or email again to check your booking time or even un-book by clicking the green booked button.

Make sure you book your parents' evening ASAP to ensure you get the best time for you.

Executive Principal: Mrs Katie Turner
Head of School: Mrs Jacki Keogh





If you have more than one child at Kenley, the system will automatically:

- Link all siblings (once the login details have been entered for one of the children)
- Suggest days and times close together for appointments.

If you need to, please contact the school office on office@kenleyprimary.org.uk who will be happy to assist you with booking appointments.

Yours sincerely

A handwritten signature in blue ink, appearing to read "J Keogh".

Mrs Jacki Keogh
Head of School

