

Shirley Infant School  
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**Headteacher**  
Mrs C Gregory, B.Ed Early Years

**Director of Teaching & Learning**  
Mr R O'Hearn, B.A Hon Primary Education

1<sup>st</sup> March 2019

Dear Parents /Guardians,



Parent / Teacher Meetings: ON-LINE BOOKING SYSTEM

We would like to invite you to school to meet with your child's teacher who will be available on the following dates:-

**Tuesday 12<sup>th</sup> March, 4.00pm – 7.00pm** (Last appointment 6.50pm)  
**and**  
**Thursday 14<sup>th</sup> March, 4.00pm – 7.00pm** (Last appointment 6.50pm)

Parents will have the opportunity of 10 minutes private conversation with the respective Teacher.

At Shirley Infant School we operate an on-line booking system for parents evening. This allows you to choose your appointment time with your child's class teacher. Once you have completed the booking process by selecting the appropriate class and completing the simple on-line form you will receive an e-mail confirming the date and time of your appointment. Appointments should only be made with your child's class teacher.

To make your booking please go to <https://shirleyinf.youcanbook.me>

The booking system will go live at 8:30am on **MONDAY 4<sup>TH</sup> MARCH 2019** and will close at 3:00pm on **FRIDAY 8<sup>TH</sup> MARCH 2019**. After this time further appointments will need to be booked through the school office.

For any parents that do not have access to the internet, you may book your appointment via the school office.

Please be aware that these sessions are available to parents only, however children may wait in the corridor if alternative arrangements cannot be made.

It would be greatly appreciated if you could be punctual and keep to the chosen 10-minute session in order that other Parents are not kept waiting.

Yours sincerely,

Cate Gregory  
Headteacher

