

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

Deputy Headteacher
Mrs L Watts, B.A Hon Primary Education

Friday 28th February 2020



Dear Parents and 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 24th March, 4.00pm – 7.00pm (Last appointment 6.50pm)
and
Thursday 26th March, 4.00pm – 7.00pm (Last appointment 6.50pm)

Parents will have the opportunity for a 10 minute 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.

The booking system will go live at 10:00am on MONDAY 2nd MARCH 2020 and will close at 3:00pm on FRIDAY 20TH MARCH 2020. **Please do not attempt to access the system before this time as your phone will remember this and cause problems for you.** After the booking window has closed further appointments will need to be booked through the school office.

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

For any parents that do not have access to the internet, you may book your appointment via the school office from 10:00am on Monday 2nd March 2020.

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

