

Holbeach Primary School

Nelgarde Road, London SE6 4TP

Tel: 020 8690 4713 Email: admin@holbeach.lewisham.sch.uk

Web: www.holbeach.lewisham.sch.uk



Today's learners are tomorrow's leaders

Monday 10th October 2022

Dear Parents/Carers,

RE: PARENTS EVENING - AUTUMN TERM 2022/2023

We are really pleased to announce that Parents' Evenings will once again be held at Holbeach Primary School on **Wednesday 2nd November and Thursday 10th November 2022**. We are really looking forward to having you all back in school to meet your child's teacher.

We will be using an online booking system to book slots for parents/carers to meet their child's class teacher. Using the mobile number and email address of Parent/Carer 1, that we have on our Management Information System, we will send a text and an email containing a web link which you can use to book a time slot.

You should have already received your booking text and email. This will give you an opportunity to book your child/children's appointments (see page 2 for an explanation of the booking details). **Please leave at least a 10-minute window between two appointments if you have more than one child at Holbeach.**

<p style="text-align: center;"><u>Parents' Evening 1</u></p> <p style="text-align: center;">Wednesday 2nd November - 3:50pm–7:00pm</p>	<p style="text-align: center;"><u>Parents' Evening 2</u></p> <p style="text-align: center;">Thursday 10th November - 3:50pm–6:00pm</p>
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The importance of Parents Evenings

During the year, all parents/carers have the opportunity to attend two parents' evenings (one in each of the Autumn and Spring Terms). It is vital that you use these meetings to ensure that you are kept well informed of the progress your child is making. You will also receive a written summary/report at the end of the academic year (in July).

During the Autumn Term Parents Evening it is important:

- To review how your child has settled into their new year group.
- To discuss with the class teacher your child's work and their learning.
- To ask for clarification with any questions that you may have.

To enable the evening to run smoothly:

- Please ensure that you have prepared any questions you would like to ask.
- Please keep your conversation to no longer than 10 minutes.
- Please book different times for each of your children.

Yours sincerely

Tom Bulpitt
Headteacher

Headteacher:
Mr Tom Bulpitt

Assistant Headteachers:
Mr Phil Morriss
Mrs Karen Robertson

School Business Manager:
Mr Gareth Hudson

Premises Manager:
Mr Derek Holmes

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How to Book your Parents Evening Appointment

We will send a link to your mobile phone or email address on **Wednesday 12th October 2022** 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.
5. 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.

Headteacher:
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Assistant Headteachers:
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