



Joanna Robertson
Headteacher

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Date: 2nd March 2026

Dear Parent/Carer

Parents' Evening Wednesday 18th and Thursday 19th March 2026 - Online Appointment Booking

I would like to invite you to participate in our Parents' Evening on Wednesday 18th March (5pm to 7.30pm) and Thursday 19th March (4pm to 6.30pm).

The school has a new and hopefully easy-to-use online appointment booking system. This allows you to choose your own ten-minute appointment with teachers. On selection of your appointment time, you will be required to fill in some details. Please use your child's name, but your own email address. The booking system is split into telephone appointments and in person appoints. If booking a telephone appointment, please leave the phone number you wish to be called on in the relevant box. After booking you will receive an email confirming your appointments.

Appointments can be made from Monday 2nd March until Monday 16th March at 11.55pm. Should you wish to make any changes after this date please contact the school office.

Please visit <https://outlook.office.com/book/Bookings-ParentsevetrialFeb@pkc.gov.uk> to book your appointments. (A short guide on how to add appointments is included with this letter.)

It would be preferred if you could come into the school to talk to your child's class teacher face to face. However, I appreciate that for some families a conversation over the telephone is better suited, and this can also be arranged. **Therefore, if you would like a telephone appointment, please ensure you book using the correct time slots for phone calls.**

If you do not have access to the internet or are having any difficulties booking an appointment, please contact the school office who will be happy to add appointments on your behalf.

Yours sincerely

Joanna Robertson
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