



North Duffield Community Primary School

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Headteacher: Mr A Russell

Maintained by North Yorkshire County Council



10 October 2018

Dear Parents

Parents' Consultations

Date(s): Tuesday 23 and Wednesday 24 October

Place: School Hall

We would like to invite you to come into school, on one of the above dates, to talk with your child(ren)'s class teacher about the general progress they are making at school.

We have many parents to see and as time is limited each slot will be allocated 8 minutes. We ask you to nominate a time and we will endeavor to see you as near that time as possible. If you ever wish to discuss anything at greater length, may I remind you of our open door policy, allowing you to make an appointment to meet a teacher at any mutually convenient time during the year.

Slots may be booked online through Teachers2Parents. You will receive a message to your mobile phone or email address containing an individual link to book an appointment to see your child(ren)'s teacher. If you do not receive an invitation or are unable to access the system and would like us to book an appointment on your behalf or if you have any difficulties please contact the office for assistance.

Please follow these simple steps to book your slot:

- 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.
- Enter your child's first name to continue. If you have more than one child, any of their first names will work.
- 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.
- 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.
- 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.



- 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.

Would you please come in through the main entrance and wait in the hall where the teacher will collect you when it is your appointment.

Yours sincerely

Andrew Russell

