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Head Teacher: **Ms V Sengupta**

BA Hons, PGCE, NPQH

20 September 2016

Dear Parents and Carers

Parents' Evenings, 12th and 13th October - New Online Appointment Booking – NOW OPEN!

I would like to invite you to attend our Parents' Evenings on Wednesday 12th and Thursday 13th October.

The school has introduced a new intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. We are confident this will be an improvement to the previous system and welcome any feedback.

Appointments can be made **from 7pm on Tuesday 20th September** and will close at midnight on 5th October. Should you wish to make any changes after this date please contact the school office. As usual, there will be one appointment slot per child which will last no longer than 10 minutes.

Please visit <https://uplandprimary.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter.) Login will be validated against the following information:

Parent's title, Parent's surname, Child's first name, Child's surname, Child's date of birth

Please take particular care when entering your details. If the login cannot be validated because these details are incorrect, please let the office know so that we can amend your records as soon as possible.

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

Yours sincerely

Ms V Sengupta
Headteacher

