



GREAT CHESTERFORD C OF E PRIMARY ACADEMY

School Street, Great Chesterford, Saffron Walden, Essex, CB10 1NN

HEADTEACHER Mrs S. Mitchell BSc (Hons), MA Ed

21 January 2019

Dear Parent/Carer

Parents' Evening - Online Appointment Booking

I would like to invite you to attend our Parents' Evening on Tuesday, 29 January (3.45-6.15pm) or Wednesday, 30 January (5.30-8pm).

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 would welcome any feedback. We will send out a short online survey following the event.

The system will become live for appointments to be made from 6pm on Tuesday, 22 January and will close at 9am on Monday, 28 January. Should you wish to make any changes after this date, please contact the school office.

Please visit <https://greatechesterford.parentseveningsystem.co.uk/> to book your appointments. Please ensure you only book one appointment per child. A step by step guide on how to make appointments is included with this letter.

Appointments and waiting areas will be held in the following classrooms:

	Appointment	Waiting Area
Reception	Reception	Reception
Years 1 & 2	Class 2	Class 1
Years 3 & 4	Class 4	Study Area/corridor
Years 5 & 6	Class 6	Study Area/corridor

Yours sincerely

Mrs Sarah Mitchell
Headteacher

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