



FAIRLANDS PRIMARY SCHOOL & NURSERY

Pound Avenue
Stevenage
Hertfordshire
SG1 3JA

9th March 2017

Dear Parents/Carers

Parent Consultation Evenings – Online Appointment Booking

We are holding Parent Consultation Evenings for children in **Reception to Year 6** on **Monday 27th March from 5.30pm – 8.00pm** and **Tuesday 28th March from 3.30pm to 6pm**.

Parents are invited to meet the class teacher and discuss how their children are progressing. The teachers will be sitting in the halls for consultations lasting 10 minutes. This short appointment will give you the opportunity to ask any questions you might have and to find out more about the kind of activities your child will be undertaking during the rest of the school year. Should you need to discuss any matters in detail with your child's teacher and feel that this will take longer than a 10 minute appointment, please feel free to arrange to come in and see him/her after school on another occasion.

The Pupil Premium Champions for each year group will also be available to discuss the intervention work they are doing with children in school.

Please go to the hall in the **Lower Building** for consultations about children in **Reception and Year 1** and to the hall in the **Upper Building** for consultations about **children in Years 2 to 6**. If you need to bring your child/children with you for the parent/teacher consultations, please ask them to stay in the **crèche in the Nursery** and **Dining Hall** whilst you have your appointment. Children in Years 5 and 6 are welcome to attend the appointment with you.

The school recently introduced an easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and, once you make an appointment, you will receive an email confirming this. If you have not yet used this system please log on to the **School Gateway**, (www.schoolgateway.com) and register. We are confident this is an improvement to the previous system and welcome any feedback.

Appointments can be made from **mid-day on Sunday 12th March 2017**. Please visit <https://fairlands.parenteveningsystem.co.uk> to book your appointment(s).

If you do not have access to the internet, or have any problems, please contact the school office who will be happy to help.

Yours sincerely

Robert Staples
Headteacher