



FAIRLANDS PRIMARY SCHOOL

Pound Avenue
Stevenage
Hertfordshire
SG1 3JA

6th October 2017

Dear Parents/Carers

Parent Consultation Evenings – Online Appointment Booking

We are holding Parent Consultation Evenings for children in **Reception to Year 6** on **Tuesday 17th October from 3.30pm – 6pm** and **Wednesday 18th October from 5.30pm to 8pm**.

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.

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 introduced a new intuitive and easy to use online appointment booking system last year. This allows you to choose your own appointment times with teachers and, once you make an appointment, you will receive an email confirming this. It is therefore really important to ensure you have given us your correct email details AND registered on SchoolGateway.

Appointments can be made from **mid-day on Sunday 8th October** and will close at midday on Monday 16th October. Should you wish to make any changes after this date/time please contact the school office. Please visit <https://fairlands.parentseveningsystem.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

Headteacher: Mr Robert Staples BA (Hons)

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