



FAIRLANDS PRIMARY SCHOOL

Pound Avenue
Stevenage
Hertfordshire
SG1 3JA

Dear Parent/Carers

4th October 2019

Parent Consultations – Online Appointment Booking

Parent Consultations for children of **ACORNS, Miss Kavanagh** will be held on **Wednesday 16th October** from **5.30pm to 7.30pm** and **Thursday 17th October** from **4.00pm to 6.00pm**.

Parent Consultations for children of **CONKERS, Mrs Miller** will be held on **Tuesday 15th October** from **9.00am to 10.40am**, **Wednesday 16th October** from **5.30pm to 8.00pm** and **Thursday 17th October** from **3.40pm to 6.00pm**.

Crèche facilities will be available in the Nursery for children **over** 1-year-old for the evening appointments only. Babies are welcome to stay with their parents.

The appointments are limited to 10 minutes and staff will be doing their best to ensure that timetables for appointments are followed. 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 appointment will give you an opportunity to ask any questions you might have and to find out more about the kind of activities that your child will be undertaking during the rest of the school year.

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 **midday on Sunday 6th October 2019** and will close at **midday on Tuesday 15th October 2019**. 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

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