



FAIRLANDS PRIMARY SCHOOL

Pound Avenue
Stevenage
Hertfordshire
SG1 3JA

Dear Parents/Carers

4th October 2019

Parent Consultation – Online Appointment Booking

We are holding Parent Consultation Evenings for children in **Reception to Year 6** on **Wednesday 16th October** from **5.30pm to 8pm** and **Thursday 17th October** from **3.30pm to 6pm**.

Parents/carers are invited to meet the class teacher and discuss how their child is progressing. Consultations will take place in the halls and will last for 10 minutes each. 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 **Upper Building** for consultations about **children in Years 2 to 6**. Children in Years 3, 4, 5 and 6 are invited to attend the appointment with you. Younger children should stay in the **crèches** which will be available to use on the evening whilst you attend your appointment. Children under 1 year of age are unable to be left in the crèche and are therefore welcome to accompany 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 in advance.

Appointments can be made from **midday on Sunday 6th October** 2019 and will close at **midday on Wednesday 16th October** 2019. Should you wish to make any changes after this date/time please contact the school office. 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

Headteacher: Mr Robert Staples BA (Hons)
Tel: (01438) 351053 Fax: (01438) 750116 E-mail: admin@fairlands.herts.sch.uk
www.fairlands.herts.sch.uk