

22nd February 2018

Dear Parents/Guardian,

PARENTS EVENING APPOINTMENTS

We are inviting parents to attend Parents Evening to discuss their child's progress on the following dates: -

- Wednesday 14th March 2018 – 3.30 to 6.00 pm
- Tuesday 20th March 2018 – 3.30 to 6.00 pm

All appointments must be made using the Wisepay website.

The process is as follows: -

- Log in to Wisepay in the normal way,
- Click the Parents Evening Icon,
- Click on the View Details button for the parents evening you wish to attend,
- Scroll down and select an available slot (see key above appointments for available appointments).

If you have any difficulties booking an appointment please call the school office and we will help you with the process. Appointments can be amended or cancelled by logging into Wisepay and following the above menu path.

All bookings must be made by 9.00 am prior to the day before the parents evening you wish to attend.

Using the Wisepay system you will only be able to book one appointment for your child. Any families wishing to book a separate appointment for each parent, please call the school office and we will be able to make a second appointment for you.

If you have any queries please do not hesitate to contact me or the school office.

Yours faithfully,

Mrs P. Bird
School Support Manager

Journeying Together in Faith



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