

28th February 2024

Dear Parents/Guardian,

PARENTS EVENING APPOINTMENTS

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

- Monday 11th March 2024 – 3.15 pm to 6.00 pm & Tuesday 12th March 2024 – 3.15 pm to 6.00 pm

With the exception of Year One, which is Tuesday 12th and Thursday 14th and Year Five which is Tuesday 12th and Wednesday 13th March.

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 23.59 on Sunday 10th March 2024.

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 A. Goddard
Head of School

Journeying Together in Faith



East Anglian Way, Gorleston, Great Yarmouth, Norfolk, NR31 6QY
office@smspprimary.norfolk.sch.uk www.smspprimary.co.uk

01493 445 117
[@SMSPPGorleston](https://www.facebook.com/SMSPPGorleston)

