



EWELL GROVE PRIMARY AND NURSERY SCHOOL  
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4<sup>th</sup> October 2019

***Children do not attend Parents' Evening***

Dear Parents and Carers

**PARENTS' EVENING – AUTUMN TERM**

We would like to invite you to one of our Parents' Evenings, on Wednesday 23<sup>rd</sup> or Thursday 24<sup>th</sup> October, where you will have the opportunity to meet your child's class teacher.

In order to book your appointment you will need to log in to 'Parents' Evening Booking System' which you will find on the Ewell Grove website or alternatively visit <http://ewellgrove.parentseveningsystem.co.uk>. The system allows you to choose your own appointment time with your child's class teacher and you will receive an email confirming your appointment. The system works on a first come first served basis so we would encourage you to book your appointment as soon as possible to secure a time convenient for you. Parents living apart should note that we only offer **one appointment per child per family**. You will therefore need to decide a day and time that you are both able to attend.

The online booking system will open from **7pm on Monday 7<sup>th</sup> October** and appointments can be made from this time onwards. The bookings will close at 7pm on Sunday 20<sup>th</sup> October. To log onto the system you will need:

The Primary Parent's title; parent's forename, parent's surname; child's first name, child's surname and finally your child's date of birth.

We would ask that you have a look at the system over the next couple of days to familiarise yourself with it before Monday evening; as advised you will not be able to book an appointment until 7pm on Monday 7<sup>th</sup> October. If you do not have access to the internet, please contact the School Office as soon as possible. A Parents' Guide for Booking Appointments is attached.

Could you also ensure that children do not attend the appointment with you as this can distract from the quality of conversation. I would strongly recommend parents support each other with child care arrangements on these occasions. Please note that the playground is used by the After School Club therefore it is not safe for children to be left there.

Yours sincerely

*Kate Keane*

Mrs Kate Keane  
Headteacher