



**PARENTS' EVENING – AUTUMN TERM**

22<sup>nd</sup> September 2023

Dear Parents and Carers,

We would like to invite you to one of our Parents' Evenings where you will have the opportunity to come into school and meet your child's class teacher. Please see below the days and times of when appointments will be available:

Nursery	Tuesday 17 <sup>th</sup> October, 9:00 am – 10:40 am Wednesday 18 <sup>th</sup> October, 3:50 pm – 6:10 pm Thursday 19 <sup>th</sup> October, 3:50 pm – 6:00 pm
Main School	Wednesday 18 <sup>th</sup> October, 3:30 pm – 6:50 pm Thursday 19 <sup>th</sup> October, 3:30 pm – 6:20 pm

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; this is to ensure that both parents hear the same information. For those parents who are living apart we would request that both parents agree on a day and time that is convenient to both. However, if one parent books an appointment and the second parent, living separately, contacts the school asking for the information required to attend the meeting then it will be given unless there is a legal reason not to. Please contact the School Office if you need to discuss this further.

The online booking system will open from **7:00 pm on Sunday 1<sup>st</sup> October** and appointments can be made from this time onwards. **The bookings will close at 7:00 pm on Wednesday 11<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 the system; as advised you will not be able to book an appointment until **7:00 pm on Sunday 1<sup>st</sup> October.** If you do not have access to the internet, please contact the School Office as soon as possible.

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.

Yours sincerely

*Kate Keane*

Mrs Kate Keane  
Headteacher