



St Alban's CE Primary School

Executive Headteacher: Mrs Alison Adair
Head of school: Mrs Amy Gurner

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"Educating for life in all its fullness."

National Support School
designated by

National College for
Teaching & Leadership



12th October 2020

Dear Parents/Guardians,

Great news! We are continuing to book your Teacher/Parent Meetings online and this year your meetings will be on line, by Zoom!

We will send a link to your mobile phone which will take you to our online booking system to select a time convenient for you. Please follow these simple steps to book your slot:

1. Click the link that you receive through text to take you to the confirmation page. You will need internet access to do this.
2. Enter your child's first name to continue. If you have more than one child, any of their first names will work.
3. Next you will be taken to the booking page. This will show your children alongside all of the teachers that you can book in with.
4. Click 'Please Choose' to be shown a list of available times that you can click to book. This will even give you the option to add any notes that you might want the teacher to see before the meeting.
5. After you have entered any notes, please click 'Book this Slot' to complete your booking. When the button has turned green you know your booking has been made.
6. At any time before the Teacher/Parent Meetings, you can click the link on your phone to check your booking time or even un-book by clicking the green booked button.

We will send a TEST text message to your mobile phone on Wednesday before 12.00 noon to confirm we have your current phone number. If for any reason you do not receive a TEST text message on Wednesday please contact school to let us know; so that we can update your details before the appointments go live on Friday.

Yours Sincerely,

Mrs Adair

Mrs Gurner

Executive Headteacher

Head of School