



# St Alban's CE Primary School

Headteacher: Mrs Amy Gurner

Morthen Road, Rotherham, S66 1EU. Tel: 01709 542878.

Email: [stalbands@sap.dsat.education](mailto:stalbands@sap.dsat.education)

Website: [wsap.academy](http://wsap.academy)

*"Educating for life in all its fullness."*



National Support School  
designated by



National College for  
Teaching & Leadership



---

28<sup>th</sup> March 2022

Dear Parents/Guardians,

## Teacher/Parent Meetings – Friday 8<sup>th</sup> April 2022

We are continuing to book Teacher/Parent Meetings online this term. The meetings will be via Zoom. Moving forward, we have decided to host Autumn meetings face to face and Spring meetings via zoom.

We will send a link to your mobile phone on Thursday 31<sup>st</sup> March at 3.00pm. This will take you to our online booking system **Edu spot Parents Evening**.

To select a time, 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, either 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.

---

If for any reason you do not receive a text message, please contact school to let us know; so that we can update your details.

Yours Sincerely,

Mrs Gurner

Headteacher