



The Common
Mulbarton
Norwich
Norfolk
NR14 8JG
Tel: 01508 570326

Headteacher: Mrs B Theobald

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5th March 2018

Dear Parent/Carer,

Parent Consultations - Online Appointment Booking

I would like to invite you to make an appointment to attend one of our Parents' Evenings, which are being held on the following dates:-

Wednesday 21st March - appointments available between 4:30pm - 7:20pm

Thursday 22nd March - appointments available between 3:30pm - 5:50pm

This is an important opportunity for you and the class teacher to discuss your child's progress and I do hope everyone will be able to attend. In order to see as many of you as possible, appointments will be for 10 minutes only; if you feel you need longer please make a separate appointment at another time, via the school office.

We are trialling a new and easy to use online appointment booking system. This allows you to choose your own appointment time with the class teacher and you will receive email confirmation. If you wish, you can make an appointment to see me; parents/carers of children on the SEND register can also make an appointment to see Mrs Hughes. We are hoping this will be an improvement on our previous system and would welcome any feedback.

The system will be 'live' from 7:00am on Friday 9th March until Monday 19th March at 10:00pm, for you to make your appointment(s), Should you wish to make any changes after this please contact the school office.

Please visit <https://mulbarton.parentseveningsystem.co.uk> to book your appointments. A short guide on how to add appointments accompanies this letter. You will need to log in with the following information:

- Your details - title, first name and surname, plus an email address (for confirmation of the appointment)
- Child's details - first name and surname, plus date of birth

Please note that entrance to the school for appointments with Reception, Year 1, Year 2 and Year 3 teachers will be via the old Infant School main entrance door. This is to minimise the disruption to the after school club, Kidzone, which uses the upper school hall. If you have appointments with teachers at both ends of the building, so need to go through the hall, please walk around the edge.

Yours sincerely

Mrs B Theobald
Headteacher