

SAINT AUGUSTINE'S CATHOLIC PRIMARY SCHOOL

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St Francis of Assisi
CATHOLIC ACADEMY TRUST

*'WE COME TO SCHOOL TO LIVE AND LEARN HAPPILY TOGETHER BY
LOVING OURSELVES AND EACH OTHER AS JESUS TEACHES US'*

26th September 2023

Dear Parents and Carers,

PARENT CONSULTATION – ONLINE APPOINTMENT BOOKING SYSTEM

We will continue this year with our one-day approach for our parent consultations. The date for this will be on Thursday 19th October from 2:00pm to 8:00pm for every year group. Consultations will be via Teams (phone calls will be considered in exceptional circumstances).

We will be continuing the online appointment booking system which allows you to choose your own appointment time with your child(ren)'s teacher. Please only book one appointment for each class teacher. All consultations will be for 10 minutes.

The consultations will be split into meetings face-to-face and via Teams. Face-to-face meetings will take place between 2-3pm and 3.20-4.20pm. This will take place in the school hall. Please note that children cannot attend during face-to-face consultations. Consultations via Teams will take place between 5-8pm. Your class teacher will contact you via your child's Microsoft Teams account at the time booked so please be ready a few minutes beforehand otherwise you will not have your full ten minutes' slot if you log in late.

The system is easy to use and accessible from the home page of the website. Please read the short guide attached which details how to log in and book an appointment.

You will be able to login and make appointments from 9:00am on Tuesday 10th October until 12:00pm on Wednesday 11th October 2023.

Yours sincerely

Mrs G. Napier
HEADTEACHER

