MARSTON GREEN INFANT ACADEMY

13 February 2017

Dear Parents

Parents’ Evenings

Our Parents’ Evenings for this term will take place on:

- **Monday 6th March 2017** 4.00pm - 6.30pm
- **Tuesday 7th March 2017** 4.00pm - 6.30pm

Once again our parents’ consultations will be held over two evenings. This is to enable all parents to choose an appropriate evening and time for discussing in detail their child’s progress. I hope that by offering a choice of two evenings, all parents will be able to attend. Appointments for this term will be ten minutes long and will run from 4.00pm to 6.30pm. Staff will adhere to a strict timetable and I would ask that all parents arrive in good time for their appointment and leave promptly at the end of it. In this way we can ensure that parents are not kept waiting at the end of the evening.

Please allow additional time prior to your appointment for reading your child’s exercise books which will be on display in the hall. It is important for you to take these books with you when attending your appointment with teachers. Coffee will be available throughout the evenings.

May I remind you that our Parents’ Evenings are for parents only and children will not be allowed back into school after 3.30pm. I realise that for some parents this presents a problem. However, in fairness to all those parents who make alternative arrangements, I must insist that this remains the case.

The school is continuing to use the ‘Parents Evening System’ which allows you to choose your own appointment times with teachers and you will receive an email confirming your appointment date and time.

**Appointments can be made from 4pm today onwards and will close at 1.00pm on Thursday 2nd March 2017.**

Please visit [https://marstongreen.parenteveningsystem.co.uk/](https://marstongreen.parenteveningsystem.co.uk/) to book your appointments. Type this into the address bar along the top of your internet page (not into the search bar) and press on your return button on the keypad (not the search button). A short guide on how to add appointments is included with this letter.

Locate your child’s year group parents’ evening and choose a date. Log in with the following information: Student’s first name, student’s surname and student’s date of birth.

If you do not have access to the internet, please contact the school office as soon as possible.

Our system relies on good timekeeping by parents and teachers. Appointment times will be displayed on each classroom door - please knock and enter at your appointment time.

**Please note: If you have not booked your appointment by 1:00pm on Thursday 2nd March 2017, there will be no opportunity for you to speak to the class teacher.**

Yours sincerely

Beverley Elliott
Headteacher