



GREAT CHESTERFORD C OF E PRIMARY ACADEMY

School Street, Great Chesterford, Saffron Walden, Essex, CB10 1NN

HEADTEACHER Mrs S. Mitchell BSc (Hons), MA Ed

07 October 2019

Dear Parent/Carer

Parents' Evening - Online Appointment Booking

I would like to invite you to attend our Parents' Evening on Tuesday, 15 October (3.45-6.15pm) or Wednesday, 16 October (5.30-8pm).

The school has introduced a new intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. We are confident this will be an improvement to the previous system and would welcome any feedback.

The system will be available for booking appointments from 6pm on Wednesday, 9 October until 9am on Monday, 14 October. Should you wish to make any changes after this date, please contact the school office.

Please visit <https://greatchesterford.parentseveningsystem.co.uk/> to book your appointments. Please ensure you only book one appointment per child. A step by step guide on how to make appointments is available on the school's website.

Appointments and waiting areas will be held in the following classrooms:

	Appointment	Waiting Area
Reception	Reception Annex	Reception
Years 1 & 2	Class 1	Class 2
Years 3 & 4	Class 4	Study Area/corridor
Years 5 & 6	Class 6	Study Area/corridor

Yours sincerely

Mrs Sarah Mitchell
Headteacher

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