



## GREAT CHESTERFORD C OF E PRIMARY ACADEMY

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

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

28 September 2020

Dear Parent/Carer

### Parents' Evening - Online Appointment Booking

I would like to invite you to attend our virtual Parents' Evening on Tuesday, 13 October (3.45-6.15pm) or Thursday, 15 October (5.30-8pm).

The school uses an 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 appointment.

The system will be available for booking appointments from 6pm on Monday, 5 October until 9am on Friday, 9 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.

Prior to parents evening, you will receive a Zoom access code. Please ensure that you arrive in the virtual waiting room 5 minutes before the start of your appointment, as we will be running to a timetable.

Yours sincerely

**Mrs Sarah Mitchell**  
Headteacher

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