

MAYESPARK PRIMARY SCHOOL

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Web: www.mayesparkprimaryschool.org.uk

Head teacher: Ms E Davies



11th October 2022

Dear Parent/Carer

Parents' Evening Autumn Term Reception to Year 6 - Online Appointment Booking

I am inviting you to attend our Parents' Evening meeting on **Wednesday 19th October 2022 3.30pm – 5.20pm** OR **Thursday 20th October between 3.30pm -7.20pm**. This is an important event and we would like you to attend. It is also an opportunity to discuss anything you think your child's teacher needs to know.

The online appointment booking system allows you to choose your own appointment times. You will receive an automated email confirming your appointment.

Appointments are made on a first-come, first-served basis and can be made online from your computer, laptop, iPad/tablet or phone from Tuesday 11th October from 7.00pm onwards.

Please visit <https://mayespark.parentseveningsystem.co.uk> to book your appointments. You will need to log in with the following information then choose the relevant Parents' Evening option:

Your own surname and email address for confirmation of appointment, plus pupil's first name, pupil's surname and date of birth.

If you are unable to access the booking system, please contact the school office who will be happy to assist you. If you are unable to attend, please contact your child's class teacher to let them know.

Yours sincerely

Mrs E. Davies
Headteacher

