

# Puddletown Church of England First School

'Inspiring learners to be the best they can be'

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[www.puddletownfirst.dorset.sch.uk](http://www.puddletownfirst.dorset.sch.uk)

26<sup>th</sup> February 2018

Dear Parent/Carer,

## **Parents Teacher Meetings - Online Appointment Booking**

We are pleased to invite you to meet with your child's teacher on:

**Tuesday 20<sup>th</sup> March – 2-7pm Years 1-4**

**Tuesday 20<sup>th</sup> March – 4.30-7pm Reception Class**

**Wednesday 21<sup>st</sup> March – 3.30-5.30pm Years 1-4**

**Wednesday 21<sup>st</sup> March – 3.30-7pm Reception Class**

Apologies for the amendment to the dates published on the year planner. These changes have been made due to staff training.

*This is an important evening and provides you with an opportunity to discuss your child's progress and development. If you are unable to come in during either of these times then please let us know and we can arrange an alternative time.*

In recent years the school 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.

Appointments can be made from Tuesday 27<sup>th</sup> February 8.30am and will close on Monday 19<sup>th</sup> March at midday. Should you wish to make any changes after this date please contact the school office.

Please visit <https://puddletownfirst.parentseveningsystem.co.uk> to book your appointments. A short guide on how to add appointments is available on the website under *Letters to Parents – whole school*, titled Parents' Guide for Booking Appointments.

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

Yours sincerely,

Nicki Andrews  
Senior Finance Officer



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