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Dear Parent/Carer

Parent Contact Meetings Tuesday 30th September & 2nd October

As you will be aware, our first parent contact meetings this session are taking place next week. During the ten-minute appointment you will be able to discuss your child's progress with their class teacher. Due to limitations on the number of appointments, parents should only book one appointment to see their child's teacher/group leader. Appointments will be made on a first come, first served basis.

Primary appointments will take place on Tuesday 30th September & Thursday 2nd October between 4.30pm and 7.00pm. Pupil work will be available for you to look at before or after the appointment.

As usual, we will use a platform called Parents' Booking to set up parent appointments. The booking system will open at 4pm on 25th September. When this opens, you will receive an email from the *Parents Booking* system with instructions on how to login and make appointments. **Please check your SPAM/JUNK email folder if you do not receive this email in your inbox.**

The email will be sent to the **Main Contact** for each pupil as only **one appointment per teacher per child** can be made. We would ask that the main contact liaises with the duplicate contact if required.

When selecting appointments, we advise that you click on *Make/Edit My Own Bookings* and manually select appointment times. This will ensure you are selecting times with only the staff you wish to make appointments with.

The booking system will **close at 4pm on Monday 29th September.** We cannot take any further requests after this deadline.

Parents of pupils in GME classes will only be able to book appointments on Tuesday 30th September.

For parents/carers whose children have a Child's Plan, while this is reviewed on an annual basis, should you wish to discuss the plan with the Pupil Support Teacher out with this review, Mrs Gail Nixon will be available for appointments on both evenings. If you are unable to attend appointments but have an urgent concern, please let us know by emailing breadalbane@pkc.gov.uk.

Yours faithfully

Mrs J Thomson
DHT – Head of Primary