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Dear Parent/Carer

Parent Contact Meetings Tuesday 29th September and Thursday 1st October

As you will be aware, our 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 29th September & Thursday 1st 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 3pm on Tuesday 22nd September. When this opens, you will receive an email from breadalbane@pkc.gov.uk and an email from 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.

We advise that you click on Make/Edit My Own Bookings to select and manually book 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 28th September.** We cannot take any further requests after this deadline.

Pupil Support Teacher Mrs Gail Nixon will be available for appointments on Thursday 1st October. GME 4 – 7 will be available for appointments on Tuesday 29th September with GME 1- 3 appointments being held 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