St Helen's CE Primary School
Greenhill, Alveston, Bristol, BS35 2QX

2nd February 2021

Dear Parents and Carers

Parents' Evenings will be held on: Tuesday 23rd February, 3.00pm to 6.00pm
Thursday 25th February, 4.00pm to 7.00pm

Please note that Parents' Evenings will be held on Tuesday 23rd February and Thursday 25th February.

Please make your appointment(s) online, using the following guide:

1. Visit the school website and under the 'School life' menu, select the 'Parents' Evening Booking' option.
2. Select the year group for your child.
3. Scroll down and choose your preferred slots from the available ones, and click the red 'sign up' button next to it.
4. Click on 'Submit and Sign Up'.
5. Check the slot shown is the one you have selected.
6. Enter your first and last names and your e-mail address in the boxes.
7. Tick the 'Send me a confirmation e-mail' box.
8. Press the 'Sign up now!' button.
9. View your e-mail inbox to confirm your slot. *(Note: This may not arrive immediately.)*
10. For another child, repeat, but using their class form.

To cancel or change your appointment, follow the instructions on the confirmation e-mail.

Please ensure you sign up as soon as possible as appointments are on a 'first come first served basis'.

If you are experiencing any issues with the site, please book your slot by contacting the school office staff, who will be more than happy to book an appointment for you.

Yours sincerely

Kelvin Chappell
Head of School

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